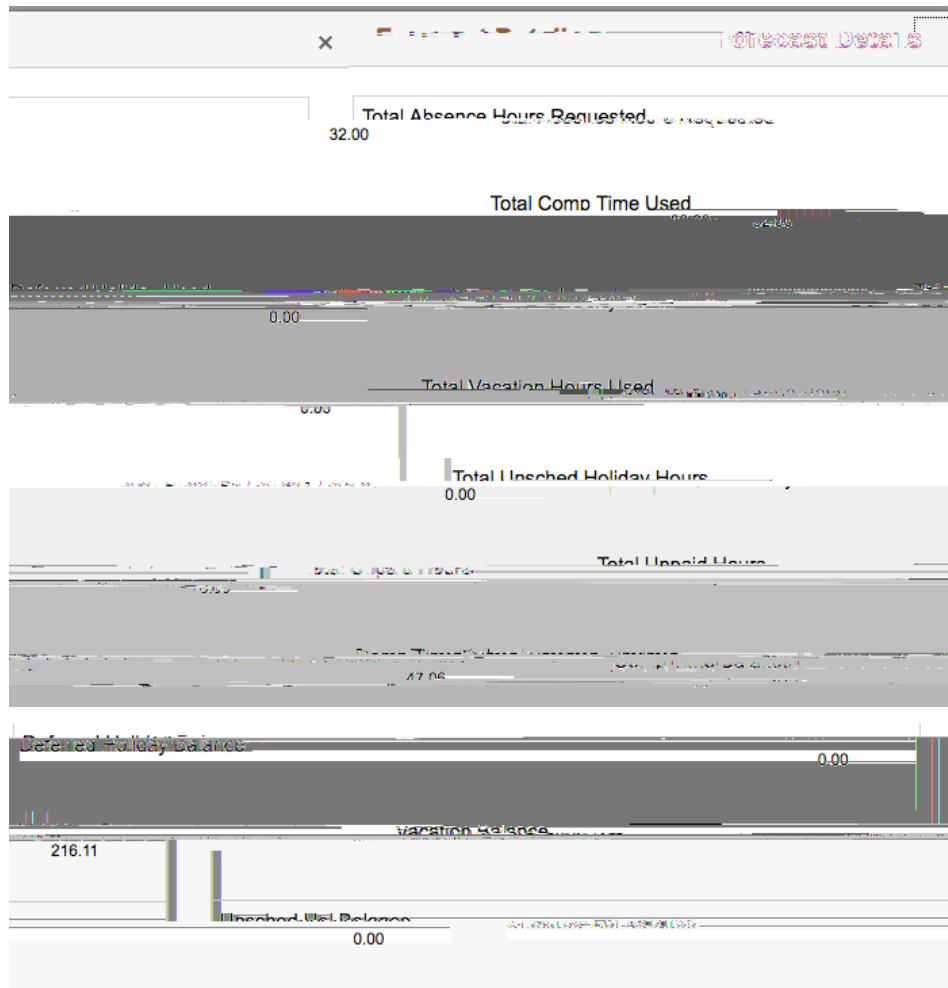# How Do I Submit a Partial Day Absence \ Leave Request?

Navigation

1. Log into OneUSG Connect .

2. From Employee Self Service, click the Time and Absence tile.

3. On the Time page, click the Request Absence link.

4. On the Request Absence page, click t he Absence Name field and select absence reason .

5. Enter or select the Start Date of the absence.

6. Enter or select the

Total Absence Hours Requested
32.00

Total Comp Time Used

0.00

Total Vacation Hours Used
0.00

Total Unsched Holiday Hours
0.00

Total Unpaid Hours

47.06

Deferred Holiday Balance
0.00

Vacation Balance
216.11

Unsched. Vel. Balance
0.00

b. If your request is INELIGABLE, the Forecast Details will show t he amount requested, the amount granted, the amount taken, and the ending balance after the request. <u>The remaining hours requested will go uncompensated</u>.

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16. To save the request without submitting it, click the   Save for Later button.

17. When finished entering   all information for the absence, click

     the Submit button.

        a.   If you click0 Td ( )2.2 (t)]TJ 0 0 0.502 scn 0 Tc 0 Tw 3.25 0 Td ( )Tj /CS14M 3.25 0 5(h)3.3 5