

How Do I View My Absence Balances ?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue NavBar and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Time** tile.
4. On the **Time** page, click the **Absence Balances** link.

Select a Job (For Employees with Multiple Positions)

5. On the **Balances** page, validate the job name displayed in the **Select a Job** field; if the correct job is not displayed, click in the **Select a Job** field and select another item in the listing.