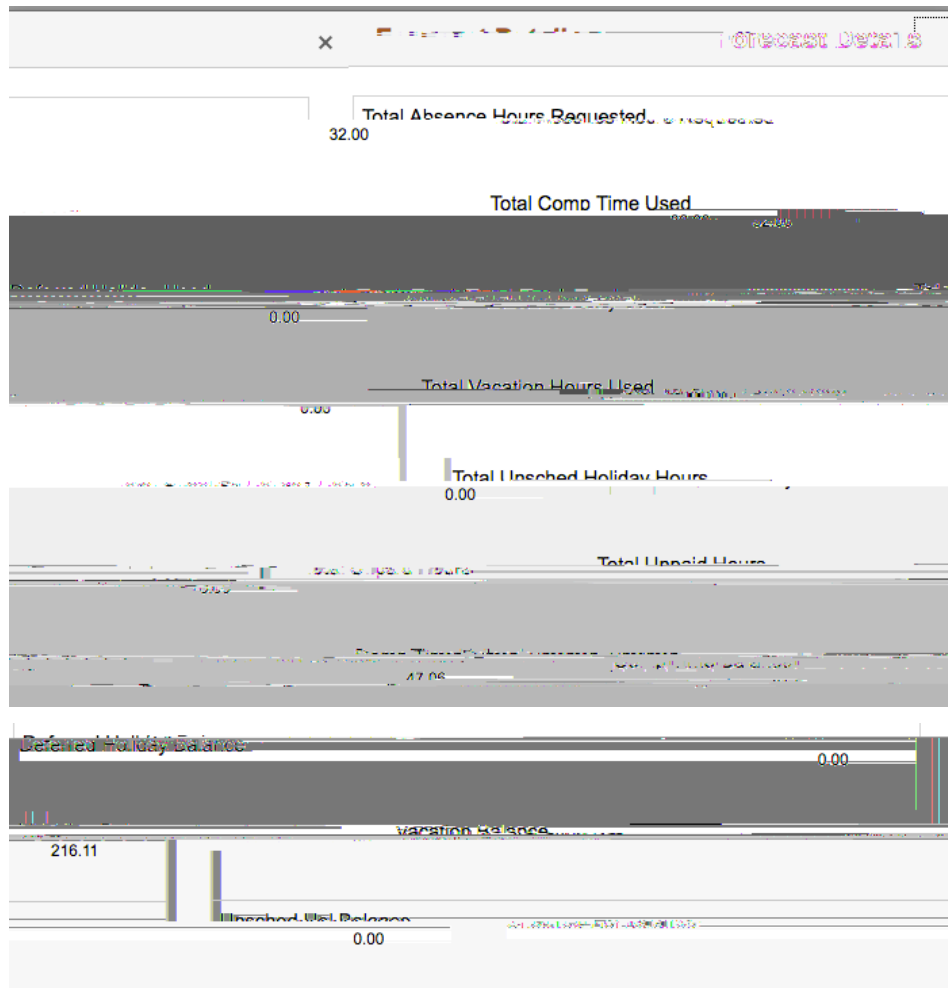


How Do I Submit a Partial Day Absence \ Leave Request ?

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 the Absence Name field and select absence reason .
5. Enter or select the Start Date of the absence.
6. Enter or select the



- b. If your request is INELIGIBLE, the Forecast Details will show the amount requested, the amount granted, the amount taken, and the ending balance after the request. The remaining hours requested will go uncompensated.

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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.

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