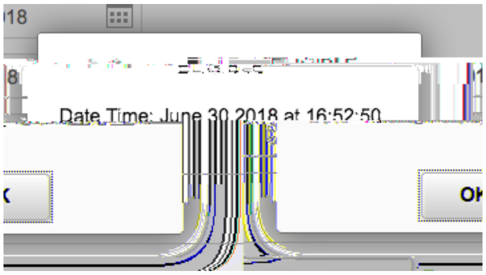
HwDd SbAb LeRq

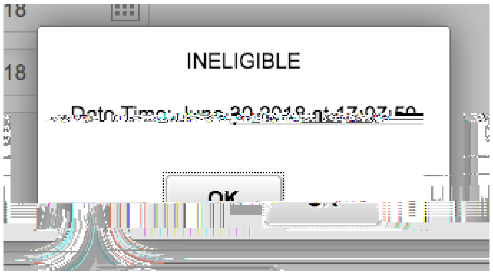
Navigation

1. Log into OneUSG Connect.
2. From **EjSi**, click the **TiAb** tile.
3. On the **Tin** page, click the **RqAb** link.
4. On the **RqAb** page, click the **AbNm** field and select absence reason.
5. Enter or select the **Sa Da** of the absence.
6. Enter or select the **Ed Da** of the absence, if more than one day is being requested.
    a. There is no need to enter an Original Start Date and the Duration will automatically calculate.
7. Validate the number of hours for the absence in the **Da** field.
8. Add **Cn** to detail the absence request. These comments are routed to your manager or designated time approver.
9. Click **CkBa** and two possible messages will be returned:
    a. “ELIGIBLE” means you have the leave available.



Date Time: June 30 2018 at 16:52:50

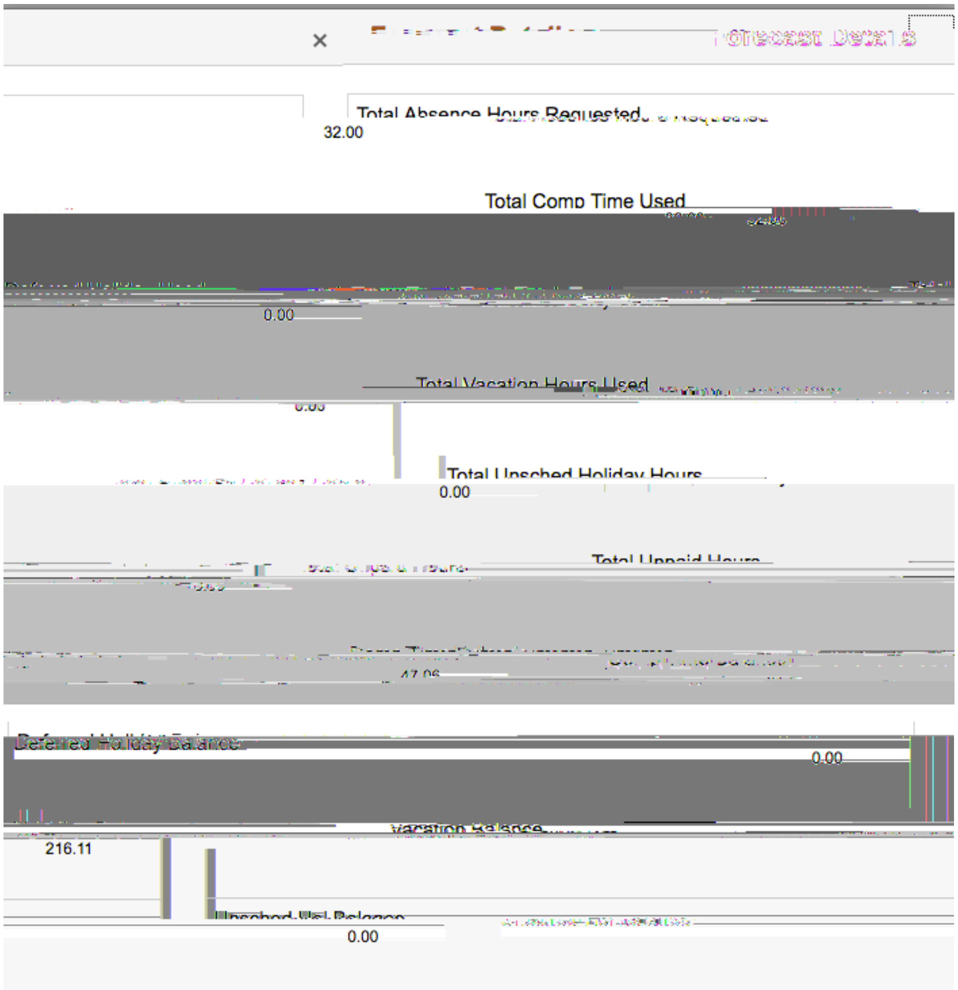
    b. "INELIGIBLE" means you do not have the leave balance available for the request. An ineligible absence can still be submitted for approval, but there will be uncompensated hours once the absence is processed.



INELIGIBLE

Date Time: June 30 2018 at 17:07:50

10. Click **OK**.
11. Click **Forecast Details**
    a. If your request is ELIGIBLE, the details of your request will show the request amount, amount of leave used from each bucket, and the future balance totals after the request is processed.



Forecast Details

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
0.00

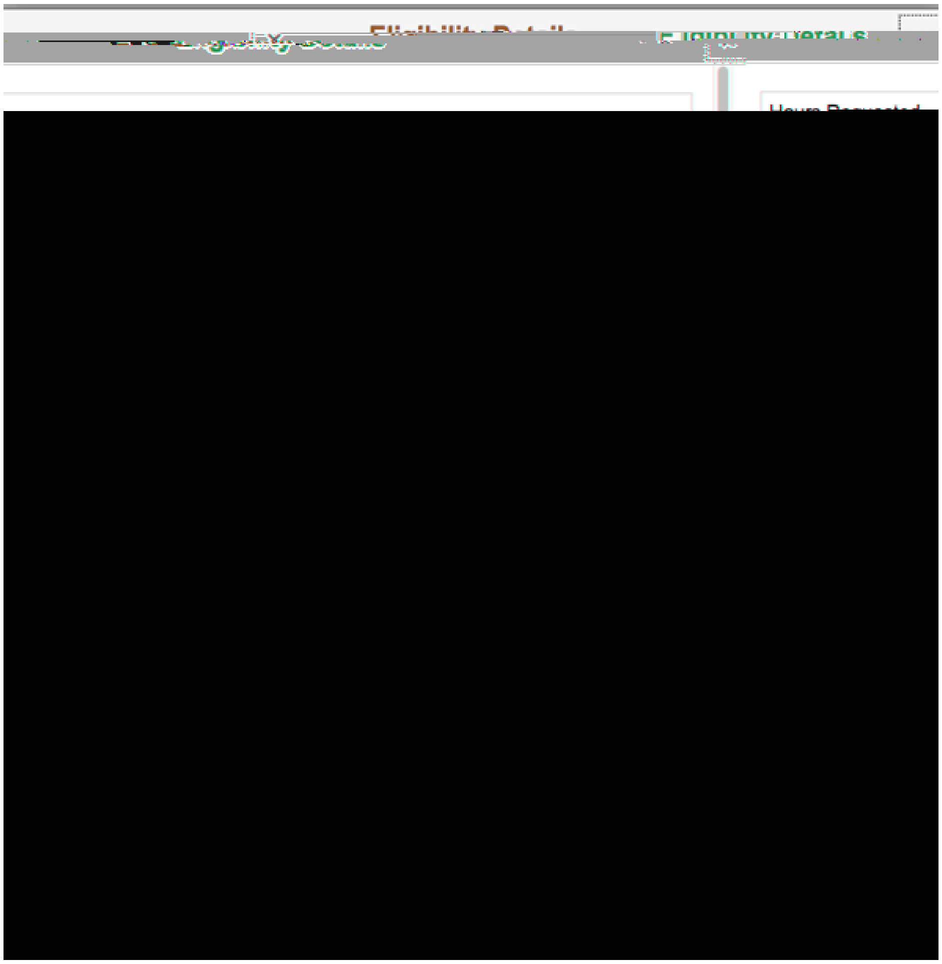
[illegible]
47.06

Deferred Holiday Balance
0.00

Vacation Balance
216.11

Unsched Hol Balance
0.00

   b. If your request is INELIGABLE, 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.



12. To save the request without submitting it, click the **Save for Later** button.
13. When finished entering all information for the absence, click the **Submit** button.
    a. If you click Submit without checking leave balances, the following error message will display: “You must forecast this absence before submitting."

ES208.01