

## How Do I Search for an Employee' s Leave Balance?

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **My Team** tile.

#### Select a Team (For Managers with Multiple Teams)

4. The **My Team**

9. Click the **Close (X)** icon at the top left of the **View Details** page to return to the **My Team** page.

**Complete the Task /Sign Out of Application**

10. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **Nav Bar**.



11. Click the **Sign Out** option in the listing.