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

you.

View Leave Information

- 5. Click the Leave Balances tab on the My Team page.
- 6. The Leave Balances tab displays information about the "most common" types of leave:
 - a. Sick
 - b. Vacation
 - c. Floating Holiday
 - d. Compensatory ("Comp") Time
- 7. Review the

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 Listicon on the Nav Bar.



11. Click the Sign Out option in the listing.