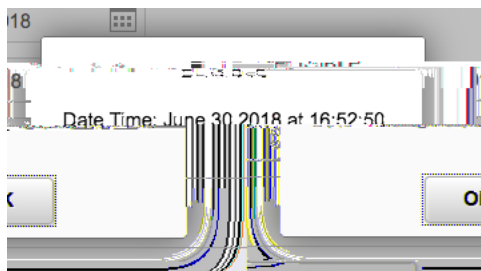


**How to**

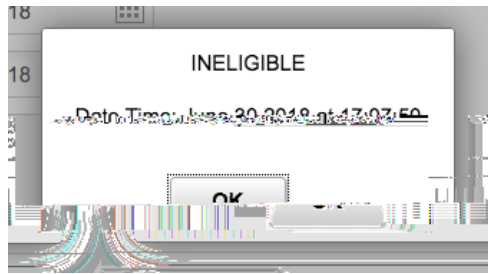
**Request**

## Navigation

1. Log into OneUSG Connect.
2. From the **Home** page, click the **Request** tile.
3. On the **Request** page, click the **Request** link.
4. On the **Request** page, click the **Request** field and select absence reason.
5. Enter or select the **Start Date** of the absence.
6. Enter or select the **End Date** 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 **Hours** field.
8. Add **Comments** to detail the absence request. These comments are routed to your manager or designated time approver.
9. Click **Submit** and two possible messages will be returned:
  - a. "ELIGIBLE" means you have the leave available.



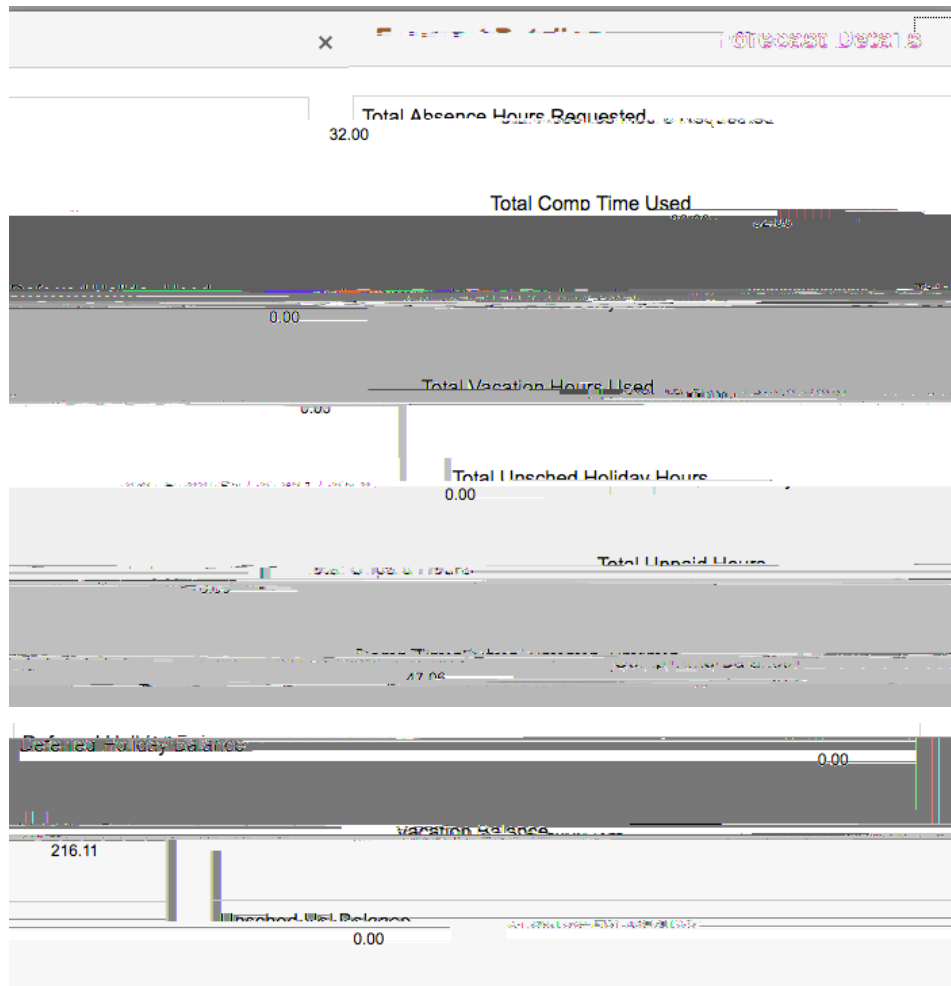
- b. "INELIGIBLE" means you do not have the leave balance available for the request. An ineligible absence can still be submitted for approval, but there will be uncompensated hours once the absence is processed.



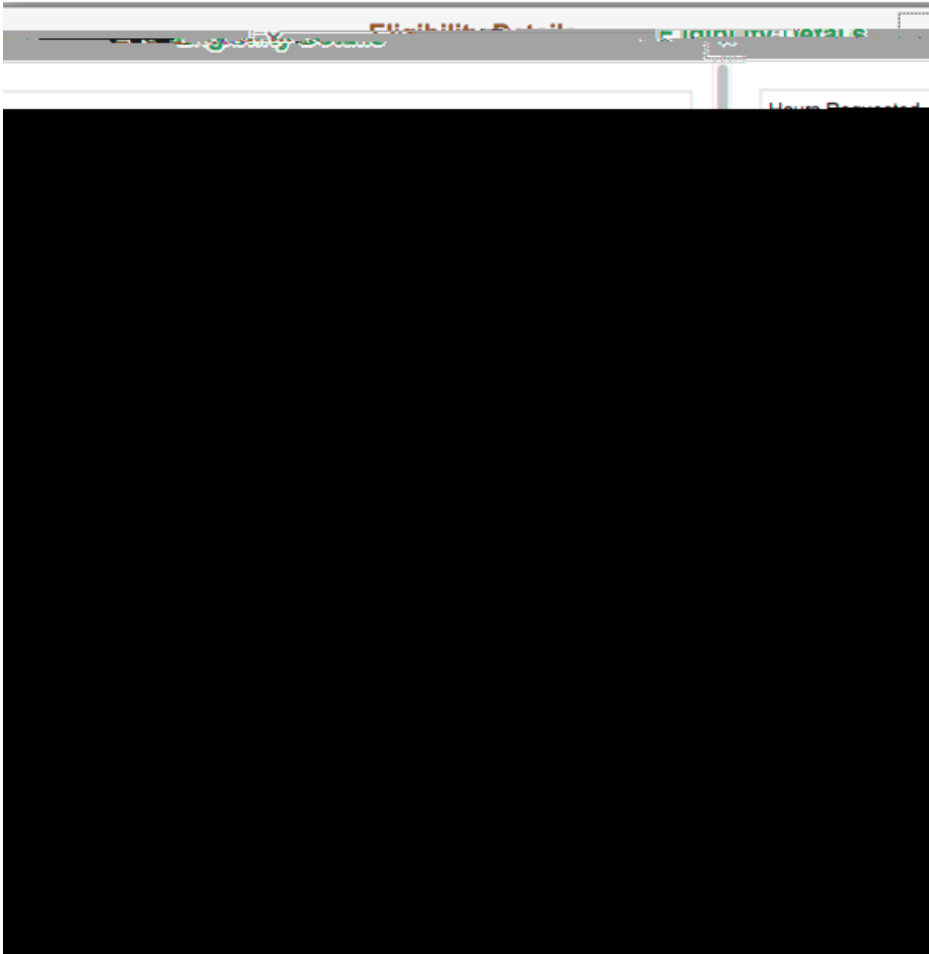
10. Click **OK**.

11. Click **FOI**

- 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.



- 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.



12. To save the request without submitting it, click the **Save** 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