**OneUSG Connect Job Aid** 

## **Submitting December Absences for 12-Month Faculty & Monthly Staff (Due 12/6/17 by 9AM)**

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| **Step** | **Command** | **Action** |
| 1. | Login to: | [OneUSG Connect](https://hcm-sso.onehcm.usg.edu/) |
| 2. | Select: | From Employee Self Service, select the **Time and Absence** tile |
| 3. | Select: | Click the **Request Absence** link. |
| 4. | Select: | Under Absence Type, select **Vacation**.  |
| 5. | Select: |  Under Absence Name, select **Vacation**. |
| 6. | Select  | The **calendar icon** to select **start date** 12/18/17 and **end date** 12/22/17. Hour duration (40 hours) will populate from your default schedule.  |
| 7. | Select: | Click the **Submit** button in the upper right hand corner. |
| 8. | Select: | A confirmation page will display asking if you want to submit. Click **Ok**. |
| 12. | Select: | Remember to sign out of the application by clicking the **Action** **List** icon on the **NavBar**.  |
| 13. | Select: | Click the **Sign** **Out** option in the listing.  |