VALDOSTA STATE UNIVERSITY

Viewing Your Leave Balance
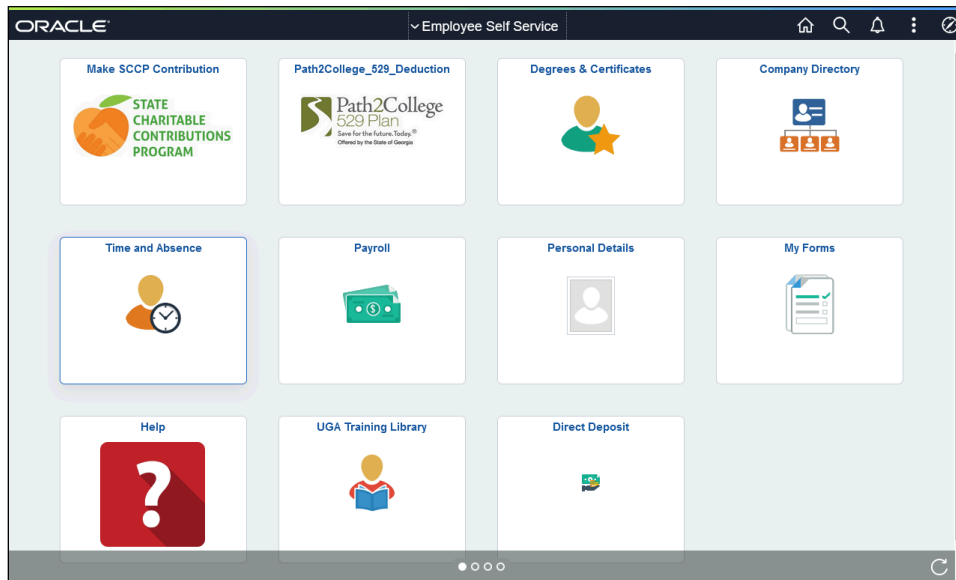
Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the **Time and Absence** tile. **Time and Absence**
2.	The Time page is displayed. Click the **Absence Balances** tile. **Absence Balances**

Step	Action
3.	The Balances page is displayed with the following leave balances as of the specified date: - Deferred Holiday Balance - Comp Time Balance - Unsched Hol Balance - Vacation Balance - Sick Balance
4.	To view potential future leave, click the **Forecast Balance** menu. ▸ Forecast Balance
5.	The Forecast Balance options are displayed. Enter the appropriate information in the As of Date field or select one from the calendar icon. **Note:** The As of Date is used to calculate the time normally accrued by that date. As of Date
6.	To limit results by leave, click the **Filter by Type** drop-down list. Filter by Type
7.	A list of leave types is displayed. Select the appropriate type of leave to forecast. Vacation
8.	The Absence Name is required. To select the Absence Name, click the ***Absence Name dr**op-down list. *Absence Name

Step	Action
9.	Select the appropriate option from the displayed list. **Vacation**

Step	Action
10.	The Absence Name is displayed with the Current Balance for the selected Absence Type. Click the **Forecast Balance** button.

Step	Action
11.	The Forecast Details are displayed.
12.	You have completed the steps to view your leave balances in OneUSG Connect. **End of Procedure.**