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

## Navigation

- 1. Log into OneUSG HCM.
- 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 page displays team information related to your "default" manager position. If you have multiple teams assigned to you and desire to view a different team, click the Job field and select the appropriate job title from the listing. NOTE: In this context, your "default" manager position is based on an alphabetical sort (A to Z) of all job titles assigned to 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 leave balances for each type of leave.

#### **View More Leave Information**

 To view more information about leave accruals, click the View Details link displayed on the right side of the team members' leave balance information.



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 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 **NavBar**.



11. Click the Sign Out option in the listing.



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