

Viewing Your Leave Balance

| ORACLE [:] | | ~ Employee | Self Service | <u> </u> | : ⊘ |
|---------------------|--|----------------------------|------------------------|-------------------|-----|
| Make SC | CP Contribution STATE CHARITABLE CONTRIBUTIONS PROGRAM | Path2College_529_Deduction | Degrees & Certificates | Company Directory | ~ |
| Time | and Absence | Payroll | Personal Details | My Forms | |
| | Help ? | UGA Training Library | Direct Deposit | | |
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| Step | Action |
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| 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 |
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| Step | Action | | |
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| 3. | The Balances page is displayed with the following leave balances as of the specified date: | | |
| | - Deferred Holiday 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 drop-down list. | | |
| | *Absence Name | | |



| eferred Holiday Balance | | | | |
|--|--|-------------|--|--|
| s Of 02/06/2021 | | 0.00 Hours | | |
| omp Time Balance | | | | |
| s Of 02/06/2021 | | 0.00 Hours | | |
| acation Balance | | | | |
| s Of 02/06/2021 | | 94.00 Hours | | |
| ick Balance | | | | |
| s Of 02/06/2021 | | 44.00 Hours | | |
| ∹orecast Balance As of Date Filter by Type | 03/01/2021 | | | |
| *Absence Name | Select Absence Name Select Absence Name | | | |
| lease only use the first day of the month f | Vacation Der orecasung. | | | |
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| Step | Action | |
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| 9. | Select the appropriate option from the displayed list. | |
| | Vacation | |

| < Time | Balances | Q | : | Ø |
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| | | | | |
| Deferred Holiday Balance | | | | |
| As Of 02/06/2021 | 0.00 Hours | | | |
| Comp Time Balance | | | | |
| As Of 02/06/2021 | 0.00 Hours | | | |
| Vacation Balance | | | | |
| As Of 02/06/2021 | 94.00 Hours | | | |
| Sick Balance | | | | |
| As Of 02/06/2021 | 44.00 Hours | | | |
| ← Forecast Balance | 03/01/2021 | | | |
| Filter by Type | Vacation ~ | | | |
| *Absence Name | Vacation Current Balance 94.00 Hours** | | | |
| [| Forecast Balance View Forecast Details | | | |
| **Please only use the first day of the month for f | Forecasting. | | | |
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| Step | Action |
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| 10. | The Absence Name is displayed with the Current Balance for the selected Absence Type. |
| | Click the Forecast Balance button. |



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