How Do I View My Regular Absence Request History?

**Navigation**

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Time** tile.
4. On the **Time** page, click the **View Requests** link.

**View Details of an Absence Request**

5. On **View Requests** page, click the desired absence request.
6. Review the **Details** page information.
7. Click the `<View Requests` button on the left side of the **NavBar** to return to the **View Requests** page.

**View Leave Balances Using the View Requests Component**

8. On the **View Requests** page, click the most recent absence request.
9. Review the **Balance Information** displayed at the bottom of the **Details** page.
10. Click the `<View Requests` button displayed at the top left of the **Details** page.

**Complete the Task/Sign Out of Application**

11. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.
12. Click the **Sign Out** option in the listing.