How to Review Absence Balance at Go-live – Leave Benefited Monthly Employees

At go-live, all absence balances will display as “0.0”. For monthly employees, these balances will update after the first payroll processing cycle in OneUSG Connect on 4/25/2020.

Prior to 4/25 monthly employees can review their converted balances under Employee Self-Service (ESS). Follow the step-by-step guide below to view your absence balance.

Step 1: Log into Employee Self-Service (ESS) and select the Time and Absence tile:
Step 2: Select ‘Absence Balances’:

![Image of Employee Self Service menu with Absence Balances highlighted]

Step 3: Click on arrow next to Forecast Balance:

![Image of Balances showing as of date]

**Disclaimer: The current balance does not reflect absences that have not been processed.**

Step 4: Update “As of Date” to 4/01/2020:

![Image of Balances showing as of date set to 4/01/2020]
Step 5: Select the drop-down arrow under 'Absence Name' and select either sick or vacation:

**Disclaimer** The current balance does not reflect absences that have not been processed.

**Forecast Balance**

```
As of Date: 04/01/2020
Filter by Type: All
Absence Name: Select Absence Name
```

**Please only use the first day of the month for forecasting.**

Step 6: Select the ‘Forecast Balance’ button to see balances covered into OneUSG Connect:

**Disclaimer** The current balance does not reflect absences that have not been processed.

**Forecast Balance**

```
As of Date: 04/01/2020
Filter by Type: All
Absence Name: Vacation
Current Balance: 0.00
```

**Please only use the first day of the month for Forecasting.**
Step 7: After you have selected ‘Forecast Balance’ the system will show converted balance under the balance row in the Forecast Details pop up window. Below you will find the ‘vacation balance’ example:

![Forecast Details example](image1.png)

Step 8: Update the absence name to ‘sick’ to review those converted balances. Below you will find the ‘Sick Balance’ example:

![Forecast Details example](image2.png)
Key Takeaways:

- Monthly employees will see sick/vacation hours converted over from TimeOut when forecasting using 4/01/2020. This is the employee’s starting balance in the OneUSG Connect system.
- Employees with questions about their converted balance should reach out to their manager.
  - If a correction is needed, your manager would then need to submit a MSS transaction to Adjust Leave Balance.
- Post go-live: To forecast your available hours for a month, it is important to select the first day of the month as the ‘As of Date’ to ensure you include all accruals earned. See example below: