OneUSG Connect Readiness: Review and Print Your Leave Balances Guide

All employees are encouraged to verify and print your Sick and Vacation hours on March 25, 2020.

Absences are any time you take off from work. These can include but are not limited to:

- Vacation
- Sick Leave
- Education Support Leave
- Jury Duty
- FMLA absences

The guides below provide instruction for both biweekly and monthly employees on how to review and print your leave balances.
Biweekly Leave Eligible – Verify Your Absence Balances

Currently, you are required to ensure that all leave and absences that you have taken for the month are recorded. Even if your absence request was previously approved you will need to re-enter these requests in OneUSG Connect.

IMPORTANT NOTE: If you have leave scheduled after March 22, 2020 in the legacy system, you will need to re-enter those leave requests into the OneUSG Connect via Employee Self-Service (ESS). You will be able to enter these absence requests on March 22, 2020.

Following the steps below to review and print your leave balances.

Step 1: From TechWorks, select the gear next to My Time & Leave.

Step 2: Once you select Expand, you will be able to view your leave balances.

Step 3: Print a copy for your own records. You can print your screen by selecting and holding down ‘Ctrl-P’ on your keyboard, or if you are on a mobile you can take a ‘screen capture/screen shot’.
Monthly Leave Eligible – Verify Your Absence Balances

Currently, you are required to ensure that all leave and absences that you have taken for the month are recorded in TimeOut.

IMPORTANT NOTE: Leave requests that have been processed through 3/31/2020 will convert to OneUSG Connect. Any leave requests after April 1, 2020 will have to be re-entered in OneUSG Connect.

Follow the steps below to review and print your leave balances.

Step 1: From TechWorks, select TimeOut under Applications and Resources.

Step 2: From the TimeOut homepage, the ‘AS OF’ date will automatically default to today’s date. Navigate to the April calendar below and select 4/01/2020. This will ensure you record your March accrual hours earned.
Step 3: From the **TimeOut** homepage select **Print** in the upper right corner. Print a copy for your own records. Please take a note of any requested absences after April 1, 2020 as you will have access to re-enter these into OneUSG Connect on April 1, 2020.