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

At go-live, all absence balances will display as “0.0”. For biweekly employees, these balances will update after the first payroll processing cycle in OneUSG Connect on 4/7/2020.

Prior to 4/7 biweekly 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’:

Step 3: Click on arrow next to Forecast Balance:

Step 4: Update “As of Date” to 3/22/2020:

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

**Please only use the first day of the month for Forecasting.**
Step 5: Select the drop-down arrow under ‘Absence Name’ and select either sick, vacation, or comp-time:

Step 6: Select the ‘Forecast Balance’ button to see balances covered into OneUSG Connect:
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](image1)

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

![Balances](image2)
Key Takeaways:

- Biweekly employees will see sick/vacation hours converted over from TechWorks when forecasting using 3/22/2020. This is the employee’s starting balance in the OneUSG Connect system.
- Biweekly employees will see sick/vacation hours ‘granted’ when forecasting using 3/22/2020
  - This accrual is for the month of March
- Employees with questions about their converted balance should reach out to their manager.
  - If a correction is need, 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: