

How Do I View Forecasted Leave Balances?

Navigation

Employees can forecast what a leave balance will be without submitting an absence request.

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Absence Balances** link. Available balances will display.
4. Click on **Forecast Balance** at the bottom of the page.

Balances	
Educational Leave Balance As Of 06/30/2018	8.00 Hours
Deferred Holiday Balance As Of 06/30/2018	0.00 Hours
Comp Time Balance As Of 06/30/2018	79.06 Hours
Unsched Hol Balance As Of 06/30/2018	0.00 Hours
Vacation Balance As Of 06/30/2018	206.11 Hours
Sick Balance As Of 06/30/2018	74.00 Hours

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

▶ **Forecast Balance**


5. Enter an **As of Date**
 - a. Note: Please use only the first day of the month for the "As of Date."
6. Select **Absence Name** from the drop down. The current balance will display.
7. Click **Forecast Balance**.



Vacation Balance As Of 06/30/2018	206.11 Hours
Sick Balance As Of 06/30/2018	74.00 Hours

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

▼ **Forecast Balance**

As of Date 

Filter by Type ▼

*Absence Name ▼ Current Balance 206.11 Hours**

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

- The forecast details, as of the calendar containing the **As of Date** requested, will display.

Forecast Details ×	
Vacation Granted	90.00
Vacation Taken	0.00
Vacation Balance	236.11

