**Employee– View Leave Request History**

People can view absence request history and status details via the Time and Attendance tile.

1. Log into PeopleSoft, from the Employee Self Service home page select the **Time and Attendance** tile.
2. From the left side panel, select **View Requests**.
3. Here you will see a list of all your requests, select any request to view more details.

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**View Requests**

- **Sick Leave**
  - Approved
  - 04/08/2020
  - 8 Hours

- **Vacation Leave**
  - Submitted
  - 03/04/2020 - 03/06/2020
  - 24 Hours

- **Vacation Leave**
  - Push Back
  - 05/04/2020
  - 4 Hours