# How to view leave transfer request history:

This job aid outlines how an employee can view leave transfer request history.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
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Step 2: Click the Leave Transfer tile.
Step 3: Click the Leave Transfer Request History tab.

Step 4: Use the Begin and End Date fields to specify a date range or leave the date fields blank to retrieve a complete history.

Step 5: Click the Refresh button if a date range has been specified.
Step 6: Review your request history.

You have successfully learned how to view your leave transfer request history.