

Review Employee Leave Balances

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Review Employee Leave Balances

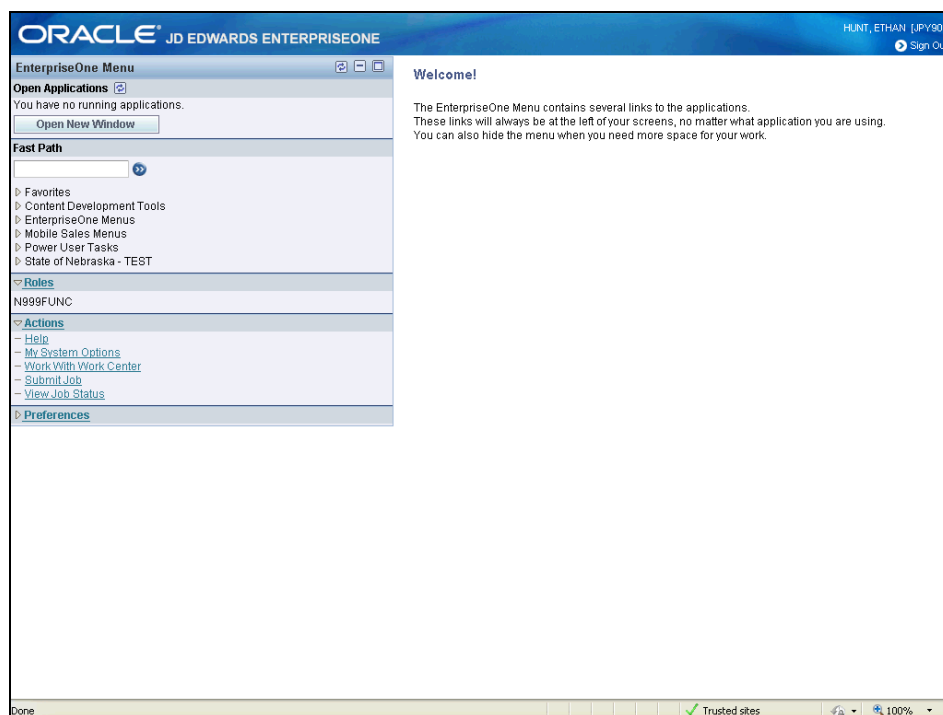
Review Employee Leave Balances Overview

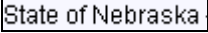
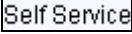
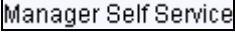

You can view an employee's paid time off information from your Manager's Workbench. Managers cannot change their employee's information.

Review Employee Leave Balances Lesson

Procedure

In this lesson you will learn how to review employee leave balances.



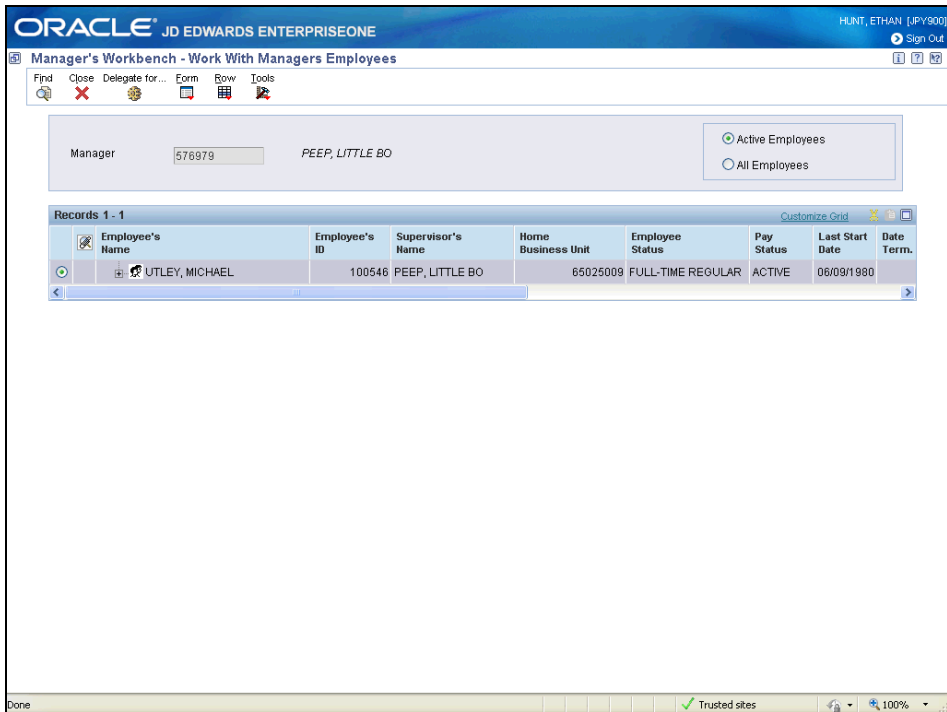
Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Self Service link. 
3.	Click the Manager Self Service link. 
4.	Click the Manager's Workbench link. 


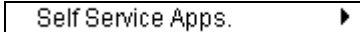
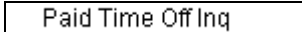
Training Guide

Review Employee Leave Balances



Step	Action
5.	To view either your active (current) employees or all of your employees, choose one of the following radio buttons and click Find : a. Active Employees b. All Employees



Step	Action
6.	Click the Row button. 
7.	Click the Self Service Apps. menu. 
8.	Click the Paid Time Off Inq menu. 
9.	Review the employee's paid time off information.

The screenshot shows the 'Paid Time Off' window for employee MICHAEL UTLEY. The employee number is 100546 and the last check date is 07/14/2010. A table displays leave records with columns for Description, Beginning Balance, Additions, Taken, Available, and Accrued but not yet available.

Description	Beginning Balance	Additions	Taken	Available	Accrued but not yet available
<input checked="" type="radio"/> SICK ACCRUALS	1,440.00	129.36	76.00	1,493.36	
<input type="radio"/> VACATION ACCRUALS	290.76	107.80	125.26	273.30	
<input type="radio"/> HOLIDAY					
<input type="radio"/> CATASTROPHIC LEAVE					
<input type="radio"/> COMP TIME					

All values are in hours

Step	Action
10.	When finished click the Close button.


The screenshot shows the 'Work With Managers Employees' window. The manager selected is PEEP, LITTLE BO (ID: 576979). A table lists employee details for MICHAEL UTLEY.

Employee's Name	Employee's ID	Supervisor's Name	Home Business Unit	Employee Status	Pay Status	Last Start Date	Date Term.
UTLEY, MICHAEL	100546	PEEP, LITTLE BO	65025009	FULL-TIME REGULAR	ACTIVE	06/09/1980	

Training Guide

Review Employee Leave Balances



Step	Action
11.	Click the Close button. 
12.	You have successfully completed this lesson. End of Procedure.