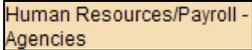
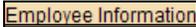
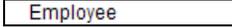


Placing an Employee on Unpaid Leave of Absence Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Employee Maintenance link.</p> 
4.	<p>Click the Employee Information link.</p> 
5.	<p>First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.</p>
6.	<p>After entering your search criteria click the Find button.</p> 
7.	<p>Select the record by clicking the check box next to it.</p> 
8.	<p>Click the Row button.</p> 
9.	<p>Click the Employee menu.</p> 
10.	<p>Type the code for Leave of Absence - Unpaid in the Pay Status field. Use the Visual Assist tool if needed.</p> 
11.	<p>Enter the date the leave begins in the Leave Begin Date field.</p>
12.	<p>If known, enter the date the leave will end in the Leave End Date field.</p>
13.	<p>When finished click the OK button.</p> 
14.	<p>Type the effective date of the leave in the Effective On field.</p>
15.	<p>Enter the change reason code in the Change Reason field. Use the Visual Assist tool if needed.</p>
16.	<p>Click the OK button.</p> 

17.	Click the Close button. 
18.	You have successfully completed this lesson. End of Procedure.