

Enroll an Employee in Leave
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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

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Enroll an Employee in Leave

Enroll an Employee in Leave Overview

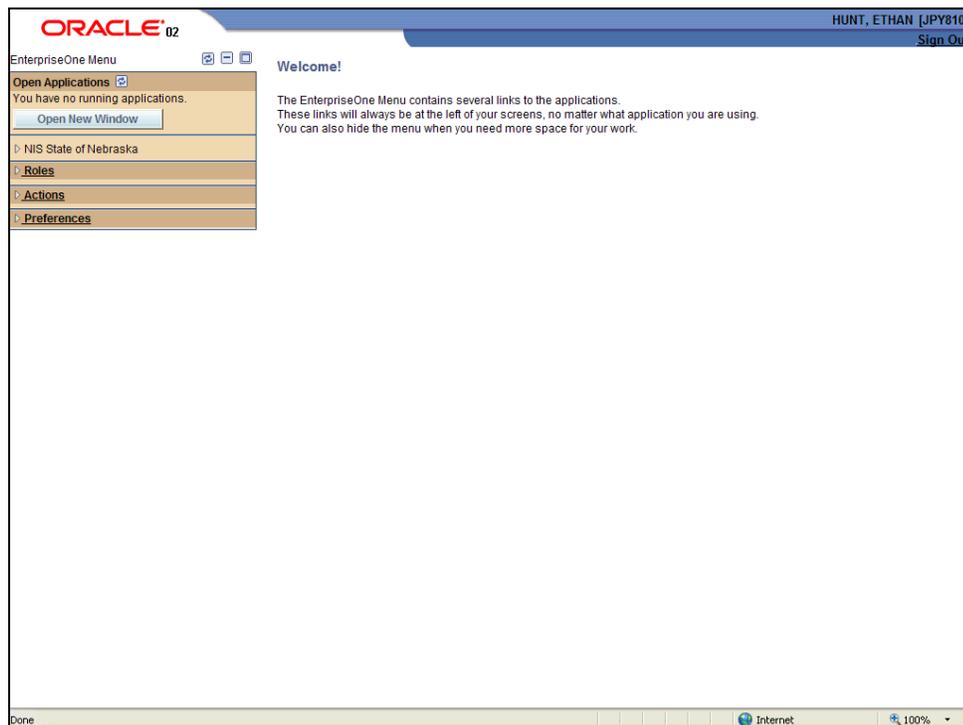
When an employee is hired their leave enrollment begins immediately for sick and vacation. This instruction will show how to enroll an employee in their leave plans upon hiring.

Once employee's benefit selections are made, enroll the employee in their benefits using Enrollment with Eligibility.

Enroll an Employee in Leave Lesson

Procedure

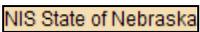
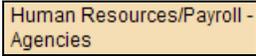
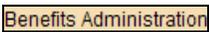
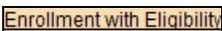
In this lesson you will learn how to enroll an employee in Leave.

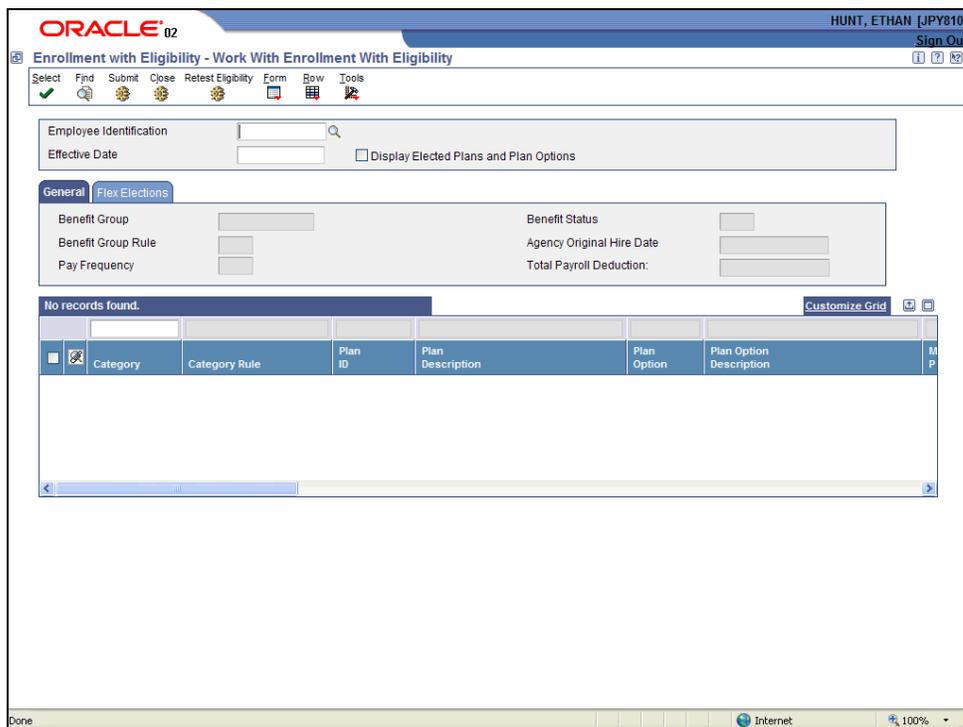


Training Guide

Enroll an Employee in Leave



Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Benefits Administration link. 
4.	Click the Enrollment with Eligibility link. 



Step	Action
5.	Enter the employee's address book number in the Employee Identification field.
6.	In the Effective Date field enter the same date you entered in the Enrollment Effective Date on the Employee Master.
7.	Enter " LEA* " into the Category field.

Step	Action
8.	<p>Click the Find button.</p> 
9.	<p>In most cases the leave plans will already be elected (a green check mark will appear to the left of the row). If there is a green check mark skip to the next screen.</p> <p>If there is not a check mark in the check box, you will need to choose the plan by clicking the check box for the row and then click Row, Elect.</p>
10.	<p>Click the Submit button.</p> 
11.	<p>The employee is now enrolled in the appropriate sick and vacation leave plans.</p> <p>Click the Close button.</p> 
12.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>