Review Leave Balances
Created on Thursday, June 11, 2009

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NIS Policies

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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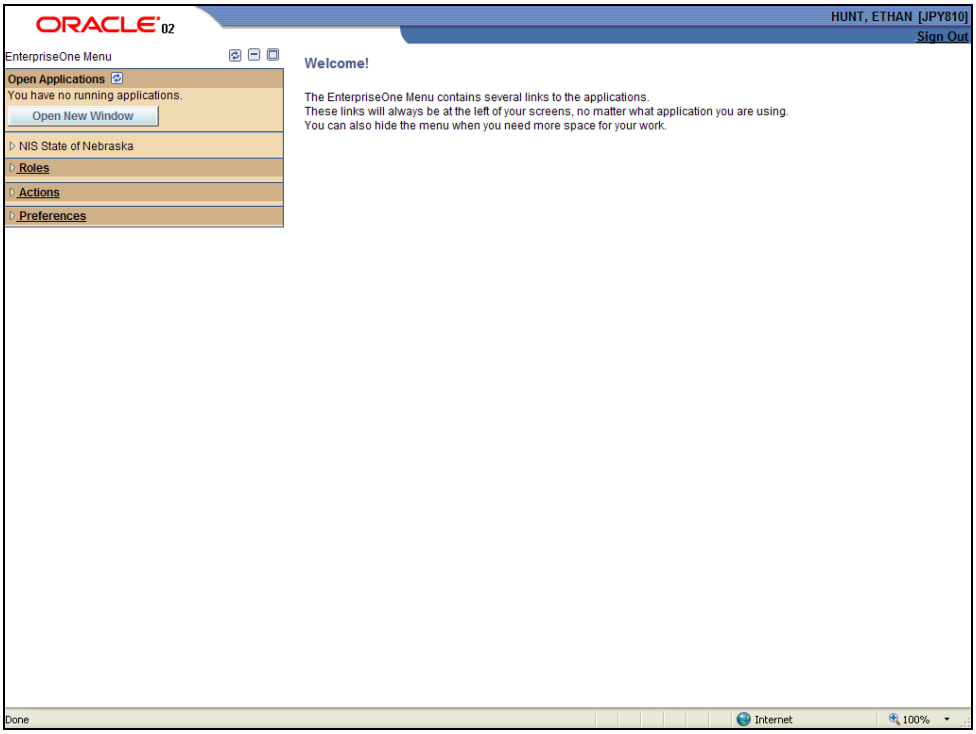
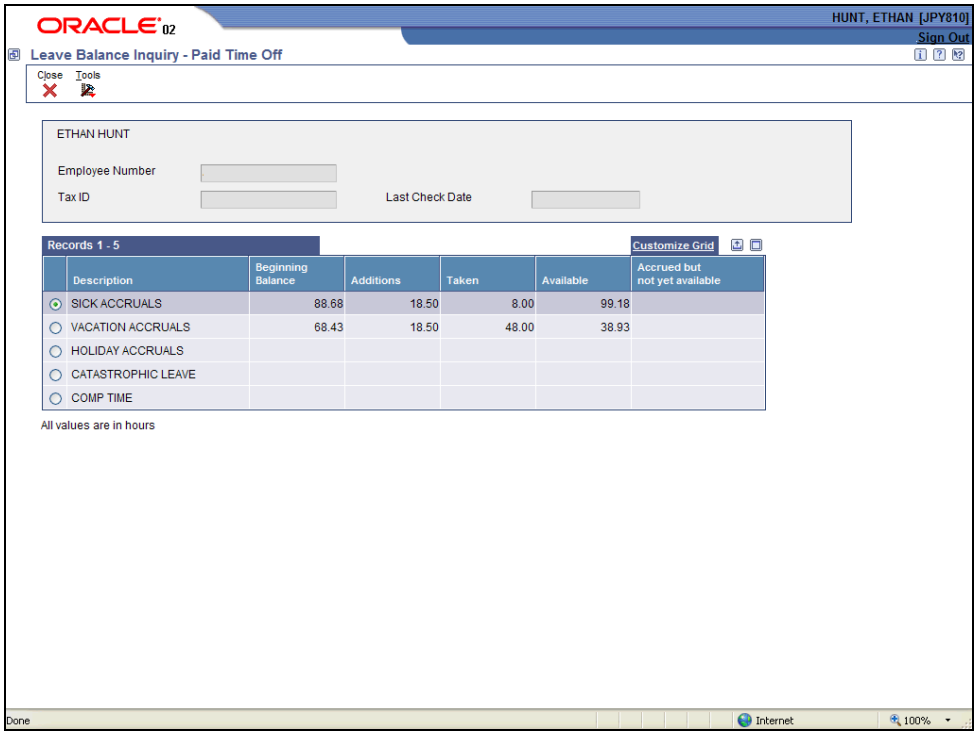
Procedure

Use the Leave Balance Inquiry program to review sick, vacation, and other types (ie: Comp) of accrued paid time off.



Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Self Service** link. Self Service

Step	Action
3.	Click the **Leave Balance Inquiry** link. Leave Balance Inquiry
4.	On Leave Balance Inquiry – Review your vacation, sick, and other paid time off balances as of the last check date.



Step	Action
5.	When you are finished click the **Close** button.
6.	**End of Procedure.**