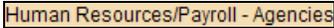
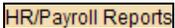
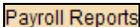
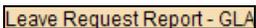


Leave Request Report - GLA Lesson

| | |
|-----|---|
| 1. | <p>Click the NIS State of Nebraska link.</p>  |
| 2. | <p>Click the Human Resources/Payroll - Agencies link.</p>  |
| 3. | <p>Click the Inquiries & Reports link.</p>  |
| 4. | <p>Click the HR/Payroll Reports link.</p>  |
| 5. | <p>Click the Payroll Reports link.</p>  |
| 6. | <p>Click the Leave Request Report - GLA link.</p>  |
| 7. | <p>Click the Data Selection option.</p>  |
| 8. | <p>Click the Submit button.</p>  |
| 9. | <p>You do not need to change the data selection unless you want to run the report for a specific employee. In most cases you will not change the the data selection.</p> <p>Click the OK button.</p>  |
| 10. | <p>Complete the three following processing options:</p> <p>Print Totals 0 = No 1 = Yes</p> <p>Date - Report Begins Date - Report Ends</p> |
| 11. | <p>The next three fields can be filled in or left blank. The three fields are:</p> <p>Leave Type Approving Manager - enter the address book number Leave Status</p> |

| | |
|-----|---|
| 12. | After entering your processing options click the OK button.  |
| 13. | Click the OK button.  |
| 14. | To view the report you will need to go to View Submitted Jobs . For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. End of Procedure. |