

Review 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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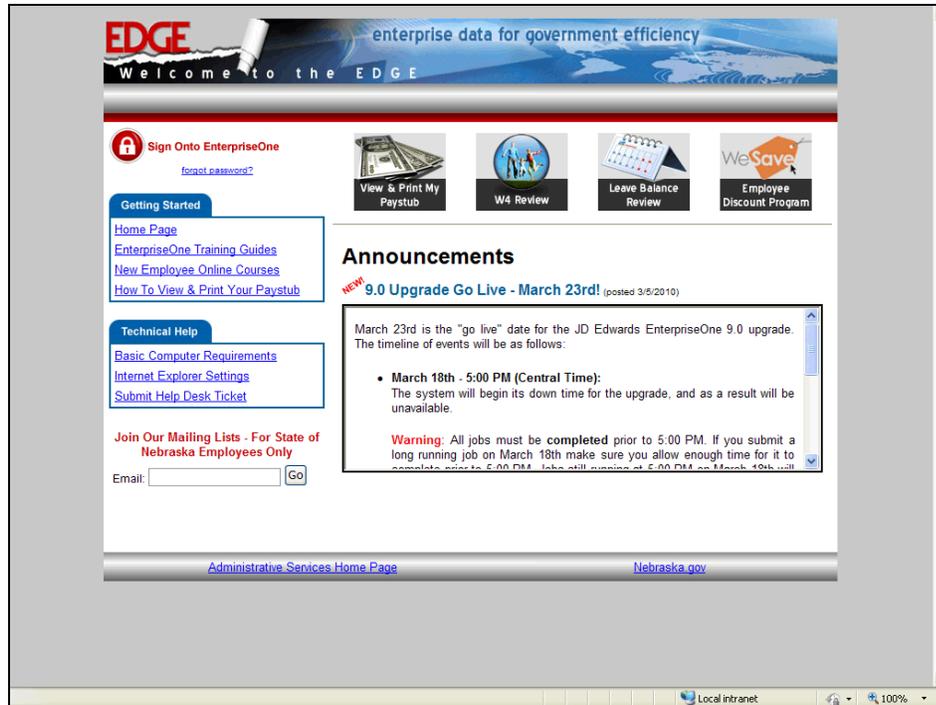
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Review Leave Balances

Review Leave Balances

Procedure

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



Step	Action
1.	Go to EDGE.NE.GOV and click the Leave Balance Review button.

Training Guide

Review Leave Balances



Step	Action
2.	Click in the User ID: field. 
3.	Enter your User ID in the User ID field.
4.	Click in the Password: field. 
5.	Enter your password in the Password field.
6.	Click the Sign In button. 
7.	On Leave Balance Inquiry – Review your vacation, sick, and other paid time off balances as of the last check date.
8.	When you are finished click the Close button. 
9.	You have successfully completed this lesson. End of Procedure.