

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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Review Leave Balances

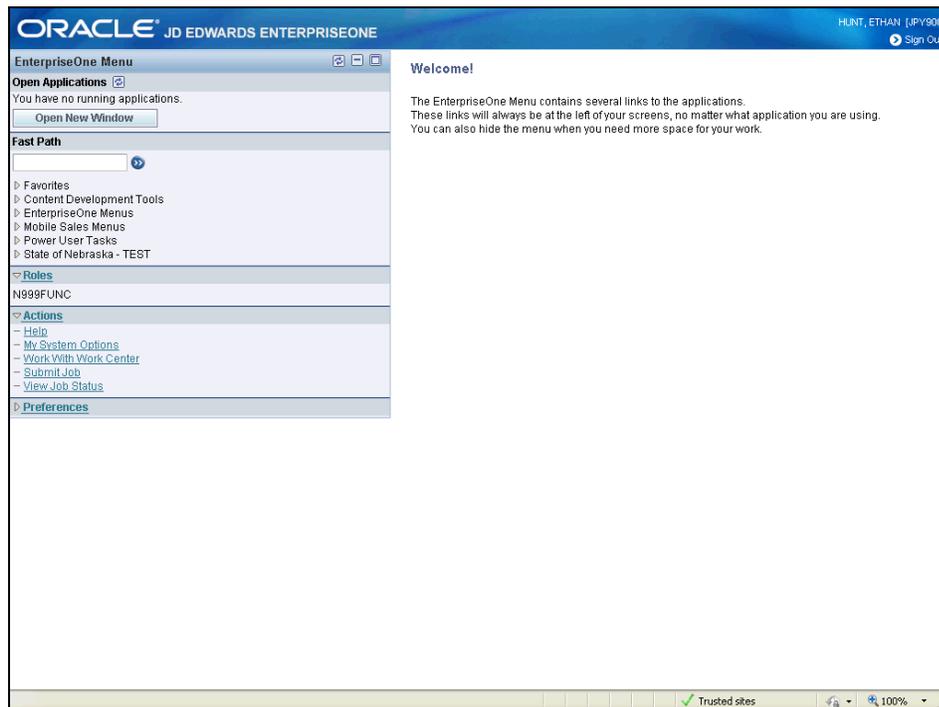
Review Leave Balances Overview

You can review your paid time off information from your Manager's Workbench.

Review Leave Balances Lesson

Procedure

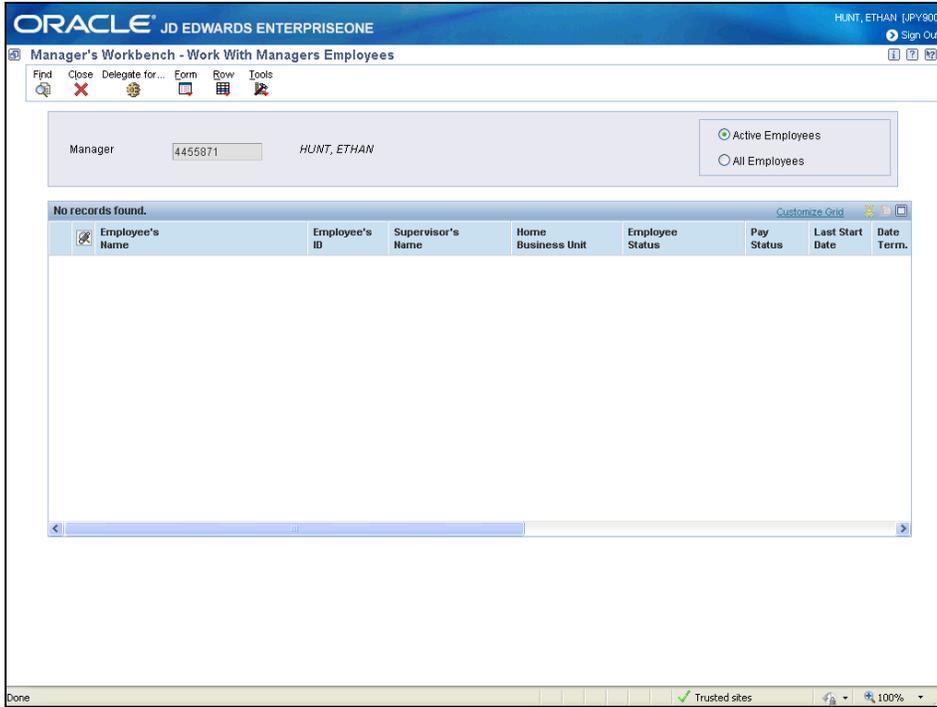
In this lesson you will learn how to review leave balances.

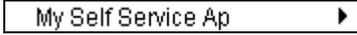
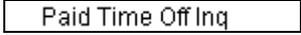


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Self Service link. Self Service
3.	Click the Manager Self Service link. Manager Self Service
4.	Click the Manager's Workbench link. Manager's Workbench

Training Guide

Review Leave Balances



Step	Action
5.	Click the Form button. 
6.	Click the My Self Service Ap menu. 
7.	Click the Paid Time Off Inq menu. 
8.	Review your paid time off information.

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Manager's Workbench - Paid Time Off'. The user is logged in as HUNT, ETHAN [JPY900]. The employee information for ETHAN HUNT is displayed, including Employee Number 4455871, Tax ID 605987491, and Last Check Date 07/14/2010. Below this is a table of leave records:

Description	Beginning Balance	Additions	Taken	Available	Accrued but not yet available
<input checked="" type="radio"/> SICK ACCRUALS	132.43	51.80	25.25	158.98	
<input type="radio"/> VACATION ACCRUALS	98.18	51.80	36.00	113.98	
<input type="radio"/> HOLIDAY					
<input type="radio"/> CATASTROPHIC LEAVE					
<input type="radio"/> COMP TIME					

All values are in hours.

Step	Action
9.	When you are finished click the Close button.

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Manager's Workbench - Work With Managers Employees'. The user is logged in as HUNT, ETHAN [JPY900]. The Manager field is populated with 4455871 and HUNT, ETHAN. There are radio buttons for 'Active Employees' (selected) and 'All Employees'. Below this is a table with the message 'No records found.' and a table header:

Employee's Name	Employee's ID	Supervisor's Name	Home Business Unit	Employee Status	Pay Status	Last Start Date	Date Term.
No records found.							

Training Guide

Review Leave Balances



Step	Action
10.	Click the Close button. 
11.	You have successfully completed this lesson. End of Procedure.