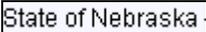
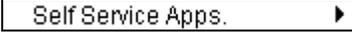
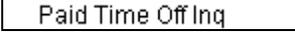


## Review Employee Leave Balances Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Self Service</b> link. 
3.	Click the <b>Manager Self Service</b> link. 
4.	Click the <b>Manager's Workbench</b> link. 
5.	To view either your active (current) employees or all of your employees, choose one of the following radio buttons and click <b>Find</b> :  a. Active Employees b. All Employees
6.	Click the <b>Row</b> button. 
7.	Click the <b>Self Service Apps.</b> menu. 
8.	Click the <b>Paid Time Off Inq</b> menu. 
9.	Review the employee's paid time off information.
10.	When finished click the <b>Close</b> button. 
11.	Click the <b>Close</b> button. 
12.	You have successfully completed this lesson. <b>End of Procedure.</b>