Reviewing Leave Balance

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS
Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

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.

Table of Contents

Reviewing Leave Balance 1
Reviewing Leave Balance Overview 1
Reviewing Leave Balance Lesson 1

Reviewing Leave Balance

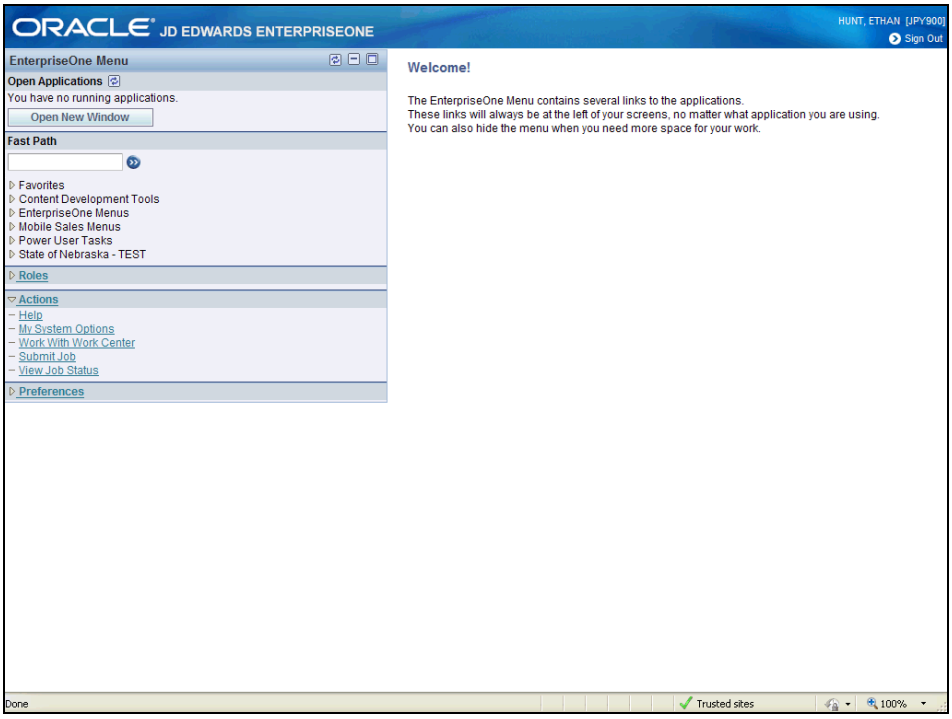
Reviewing Leave Balance Overview

Use the Benefit/Accrual screen in EnterpriseOne to review and employee's available leave. Employee's can access this information via Employee Self Service.

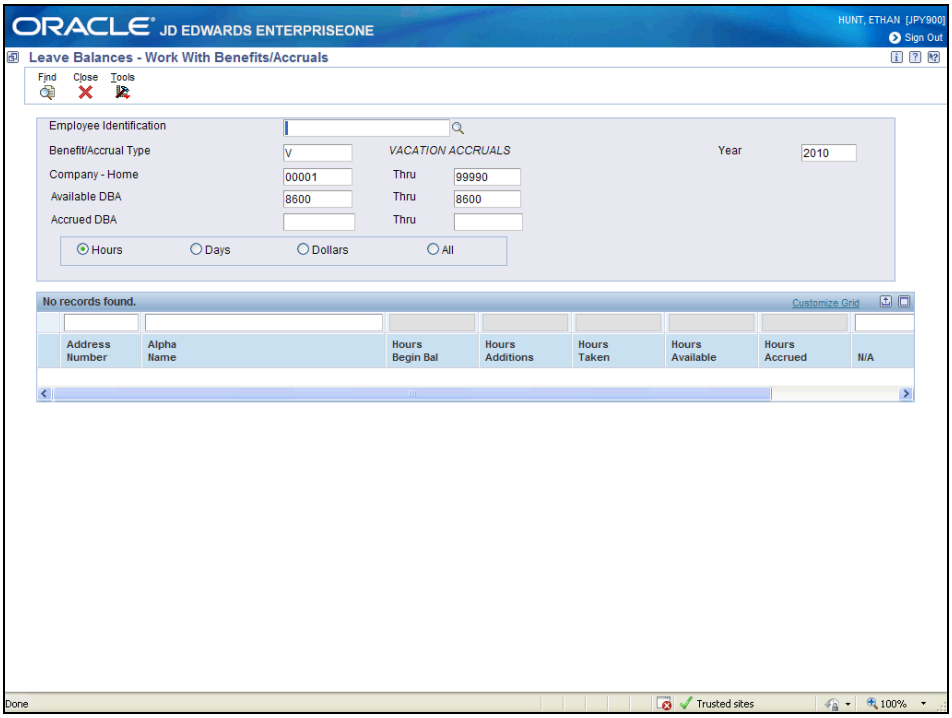
Reviewing Leave Balance Lesson

Procedure

In this lesson you will learn how to review an employee's leave balance.



Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll
3.	Click the **Payroll Inquiries** link. Payroll Inquiries
4.	Click the **Leave Balances** link. Leave Balances



Step	Action
5.	Enter the employee's address book number into the **Employee Identification** field.
6.	**Benefit/Accrual Type** - Enter the type of leave to review. **Example:** Enter "**V**" to see Vacation, "**S**" to see Sick time, "**O**" to see Comp-Time, etc. Use the visual assist, if needed.
7.	Click the **Find** button.
8.	Review the information.
9.	When finished click the **Close** button.
10.	You have successfully completed this lesson. **End of Procedure.**