

Leave Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Reports link. 
4.	Click the Leave link. 
5.	You do not need to check Data Selection . Note: Check Data Selection and/or Data Sequencing if, for example, the report is being run for a specific employee.
6.	Click the Submit button. 
7.	Complete the Check Date field if necessary.
8.	Report Type Code - To run this report for a range of Security Business Units, enter 2. To run this report for a specific supervisor, enter 1.
9.	Supervisor - If a one (1) was entered in the Report Type Code, enter the Supervisor's address book number. If the two (2) was entered in the Report Type Code field, leave this field blank.
10.	From Business Unit and To Business Unit - If a one (1) was entered in the Report Type Code, leave these fields blank. If a two (2) was entered in the Report Type Code, enter the range of Business Units for which this report will be run.
11.	Pay Frequency - complete this field if necessary.
12.	Click the OK button. 
13.	Click the OK button. 
14.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) training guides. You have successfully completed this lesson. End of Procedure.