

Leave Request Report - GLA
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

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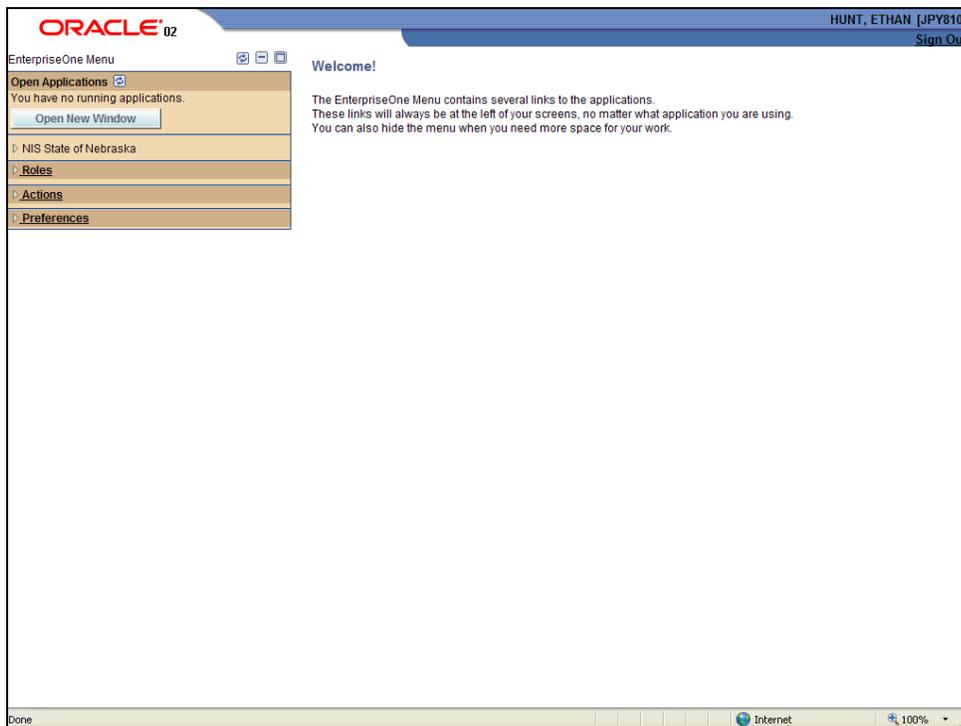
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Leave Request Report - GLA

Leave Request Report - GLA Lesson

Procedure

In this lesson you will learn how to run the **Leave Request Report - GLA**.

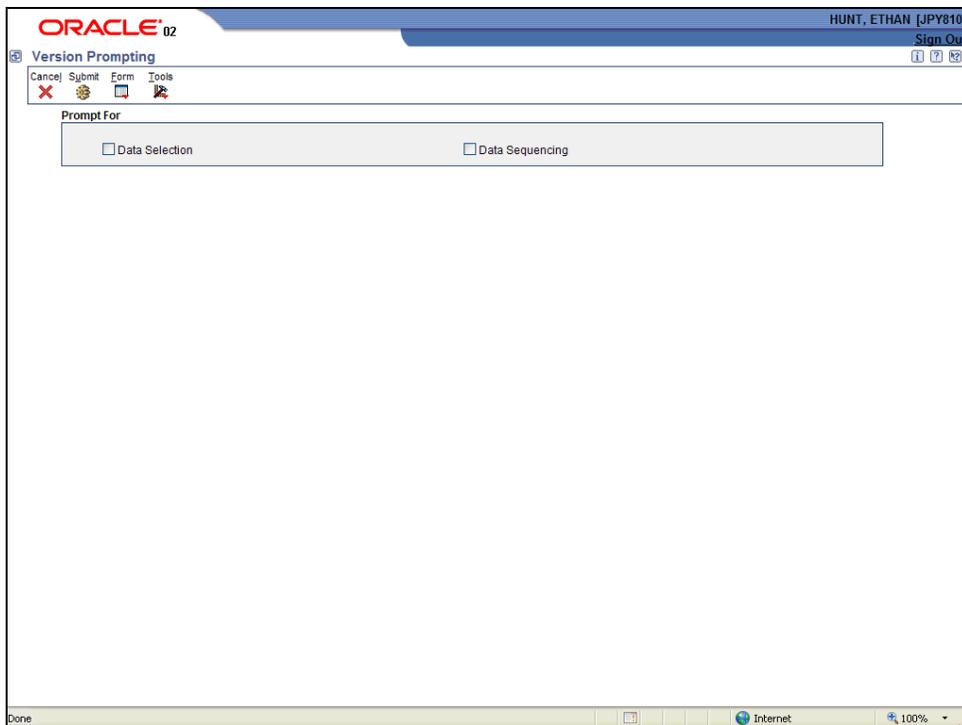


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports

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Step	Action
4.	Click the HR/Payroll Reports link. 
5.	Click the Payroll Reports link. 
6.	Click the Leave Request Report - GLA link. 

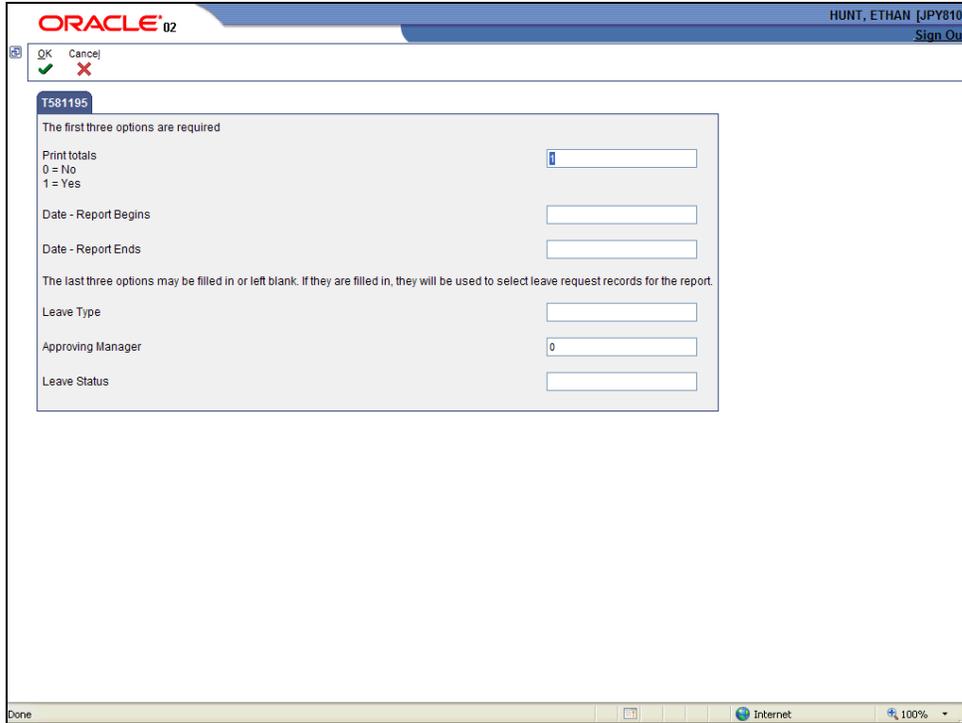


Step	Action
7.	Click the Data Selection option. 
8.	Click the Submit button. 

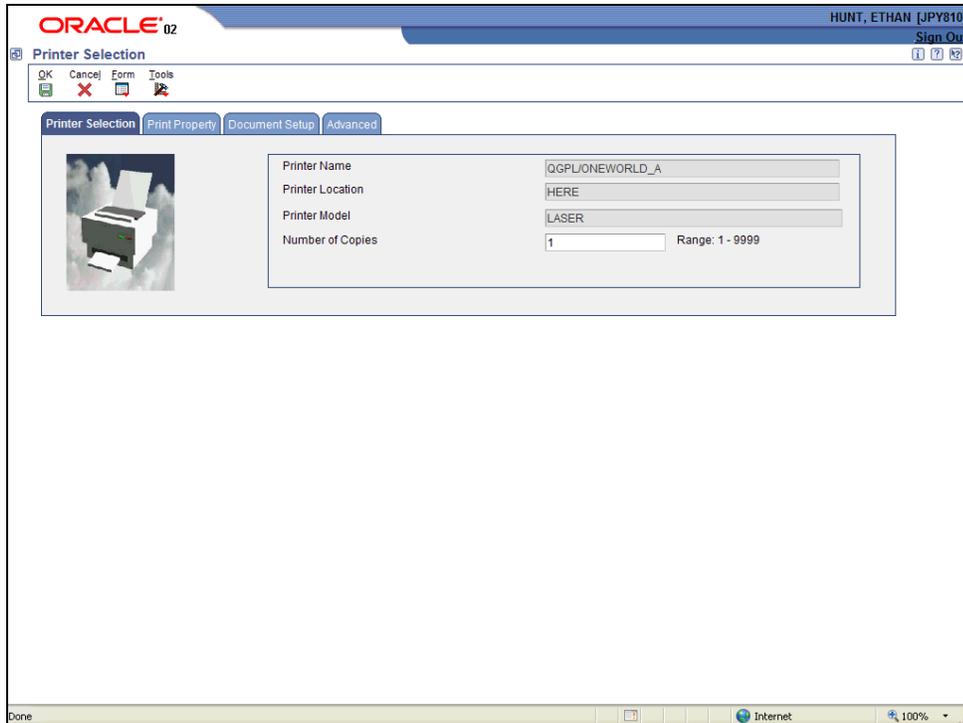
Step	Action
9.	<p>You do not need to change the data selection unless you want to run the report for a specific employee. In most cases you will not change the the data selection.</p> <p>Click the OK button.</p> <p><input checked="" type="checkbox"/></p>

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Step	Action
10.	<p>Complete the three following processing options:</p> <p>Print Totals 0 = No 1 = Yes</p> <p>Date - Report Begins Date - Report Ends</p>
11.	<p>The next three fields can be filled in or left blank. The three fields are:</p> <p>Leave Type Approving Manager - enter the address book number Leave Status</p>
12.	<p>After entering your processing options click the OK button.</p> <p><input checked="" type="checkbox"/></p>



Step	Action
13.	Click the OK button. 
14.	To view the report you will need to go to View Submitted Jobs . For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. End of Procedure.