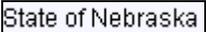


Year-End Leave Balance Estimate Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Reports link. 
4.	Click the Year-End Leave Balance Estimate link. 
5.	Click the Submit button. 
6.	Enter the correct Security Business Unit in the Security Business Unit field. Use the Visual Assist tool if needed.
7.	When finished click the OK button. 
8.	Click the OK button. 
9.	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. Note: This report is designed to run in a CSV (spreadsheet) format. It will not open as a PDF. You have successfully completed this lesson. End of Procedure.