

Year-End Leave Balance Estimate Report

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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.



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Year-End Leave Balance Estimate Report

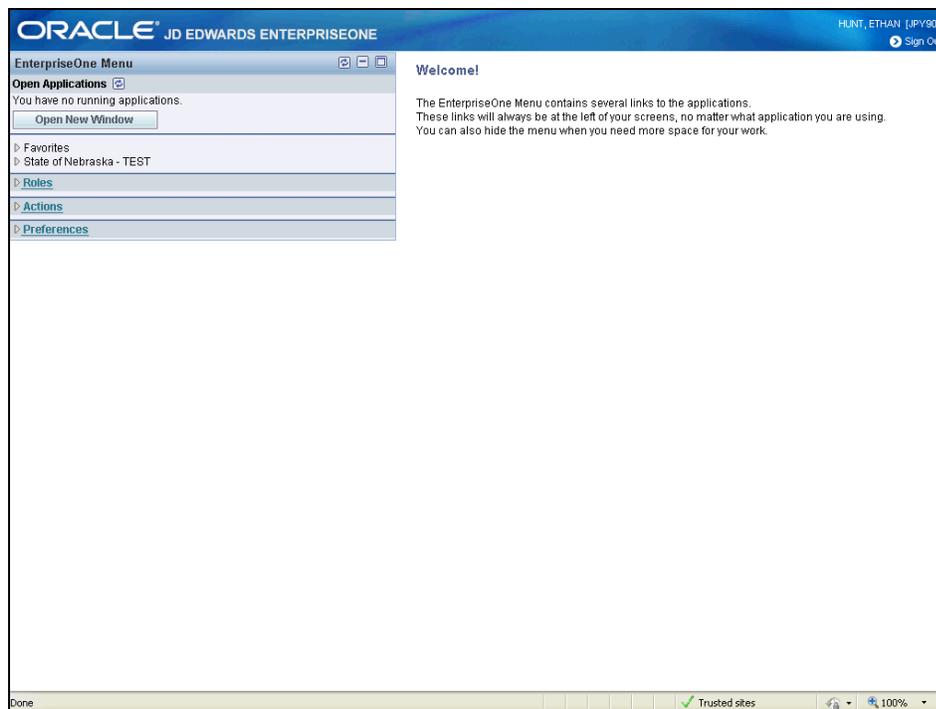
Year-End Leave Balance Estimate Report Overview

This report is designed to run in a CSV (spreadsheet) format. It will not open as a PDF. There is a Processing Option which allows the report to be run by specific Security Business Units, or for the entire agency (Processing Options are blank). The report displays the employee's beginning balance, year-to-date leave earned, year-to-date leave used, and estimated leave earnings through December 31. There is also a Leave Pending column, which indicates leave to be used in the future, based on Global Leave Administration pending and approved requests (this is applicable to only those agencies using the Global Leave Administration program in EnterpriseOne). These pending hours are subtracted from the estimated year-end balance.

Year-End Leave Balance Estimate Report Lesson

Procedure

In this lesson you will learn how to run the Year-End Leave Balance Estimate Report.

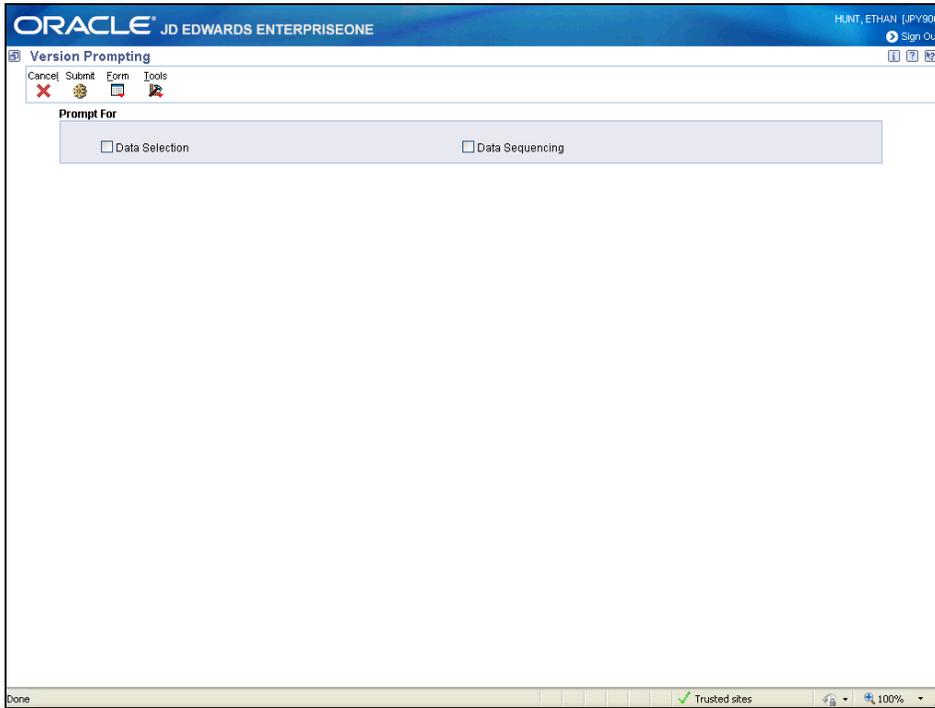


Step	Action
1.	Click the State of Nebraska link. <input type="text" value="State of Nebraska"/>
2.	Click the Payroll link. <input type="text" value="Payroll"/>

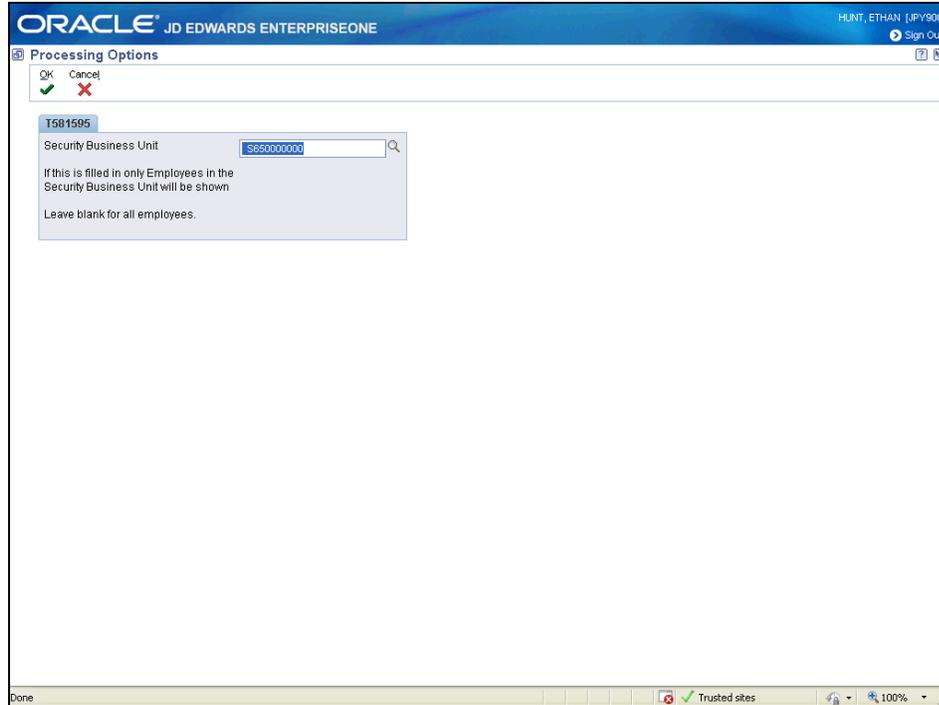
Training Guide

Year-End Leave Balance Estimate Report

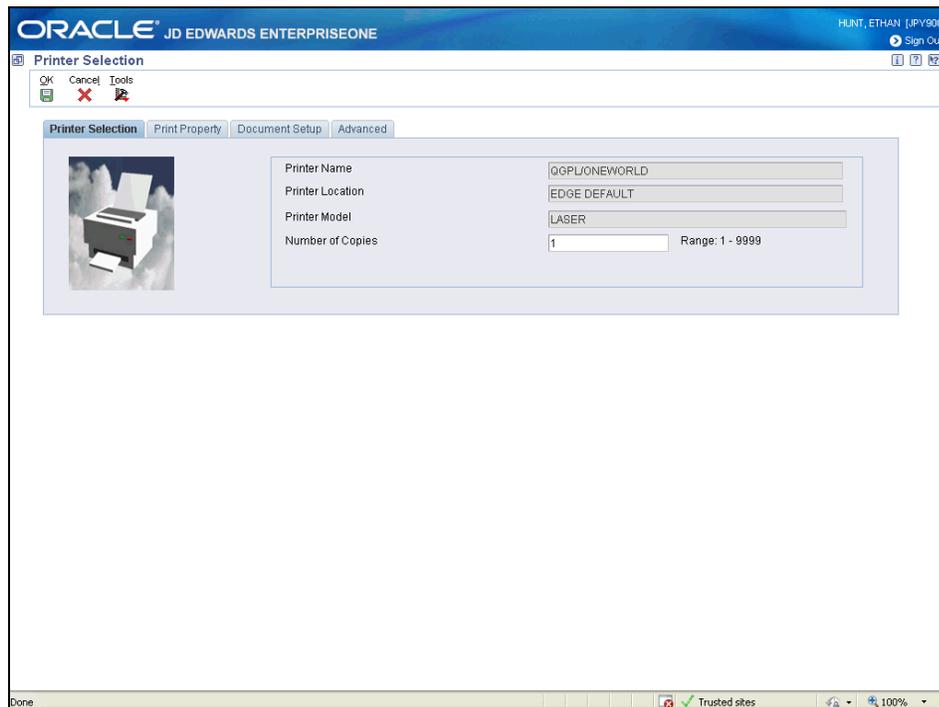
Step	Action
3.	Click the Payroll Reports link. 
4.	Click the Year-End Leave Balance Estimate link. 



Step	Action
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.



Step	Action
7.	When finished click the OK button. 



Training Guide

Year-End Leave Balance Estimate Report



Step	Action
8.	Click the OK button. 
9.	<p>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.</p> <p>Note: This report is designed to run in a CSV (spreadsheet) format. It will not open as a PDF.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>