

Running the Leave Report

Overview

Run the Leave Report to view employees leave balance, accrual, usage, adjusted service date, and last pay period accrual. This report also allows review of leave used and accrual rate history based on check date.

This work instruction shows how to: [Run the Leave Report](#)

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/>.

Navigation

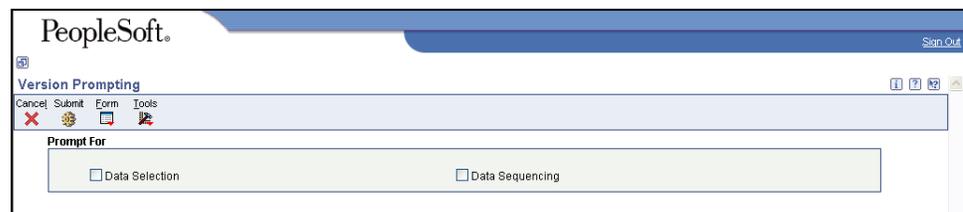
Click Roles, HR_PR .
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Payroll Reports > Leave

Steps

Run the Leave Report

Start this instruction from the Version Prompting window.



1. Click **Submit**. The Processing Options window appears.
-  Check Data Selection and/or Data Sequencing if, for example, the report is being run for a specific employee.

PeopleSoft® Sign Out

Processing Options

OK Cancel

Enter Details

Check Date: 12/31/2005

Report Type Code: 2
 1 = Supervisor Report
 2 = Security Business Unit MCU Range

Supervisor:

From Business Unit: S240000000

To Business Unit: S249999999

Pay Frequency: M

2. Complete the following information:
 - a. **Check Date**
 - b. **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.
 - c. **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.
 - d. **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.
 - e. **Pay Frequency**
3. Click **OK**. The Printer Selection window appears.
4. Click **OK**.
-  View the Reports via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions.
5. Once the Description is "Done," choose the row with **R5509322** in the Job Details column.
-  Click Find until the Description changes from Waiting to Processing to Done.