

Leave Balance Inquiry

Overview

Use the Leave Balance Inquiry program (P053020) to review sick, vacation, and other types (ie: Comp) of accrued paid time off.

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

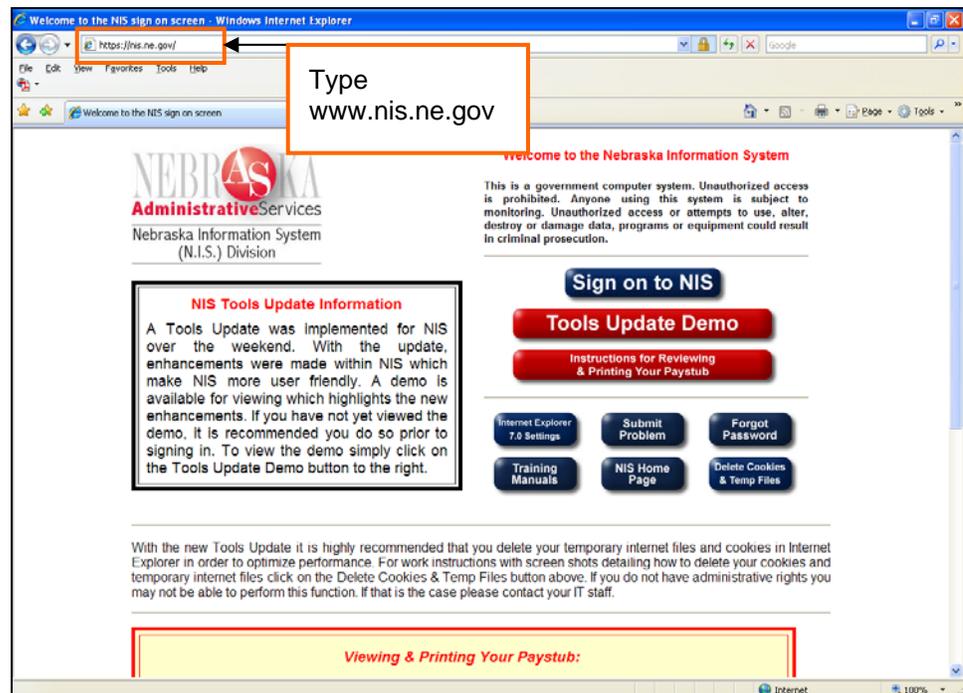
NIS State of Nebraska > Self Service > Leave Balance Inquiry

Steps

1. Open your internet browser (if using Internet Explorer, double click on the blue "e" icon.)



2. Navigate to the NIS sign on Screen by typing the following in the address: "www.nis.ne.gov".



3. Click the **Sign on to NIS** button.



4. Enter your unique **User ID** in the User ID field and press the tab key on the keyboard.
5. Enter your **password** in the Password field.
6. Click **Sign In**.
7. Click the **NIS State of Nebraska** menu.



8. Click the **Self Service** menu.



9. Select **Leave Balance Inquiry**



PeopleSoft® Sign Out

Leave Balance Inquiry - Paid Time Off Close Tools

JANES, RACHEL A

Employee Number Last Check Date

Tax ID

Records 1 - 5 Customize Grid

Description	Beginning Balance	Additions	Taken	Available	Accrued but not yet available
<input checked="" type="radio"/> Sick Accruals					
<input type="radio"/> Vacation Accruals					
<input type="radio"/> Holiday Accruals					
<input type="radio"/> Fam/Med Leave Accruals					
<input type="radio"/> Comp Time					

All values are in hours.

10. On Leave Balance Inquiry – Paid Time Off, review your vacation, sick, and other paid time off balances as of the last check date.
11. Click **Close**. (You will return to the menu.)
12. Click **Sign Out**.