Review Paid Time Off (Leave Balance) Information

Overview

You can review your paid time off information from your Manager's Workbench.

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

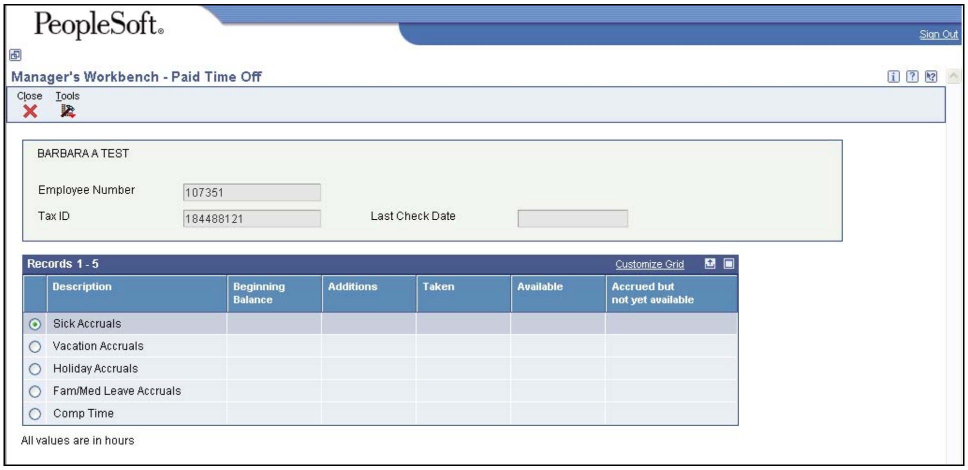
Click Roles, HR_PR .
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll – Agencies > Self Service > Manager Self Service > Manager's Workbench

Steps

Start this instruction from the Manager's Workbench – Work With Managers Employees window.

1. Click **Form, My Self Service Ap**, **Paid Time Off**. The Manager's Workbench – Paid Time Off window will open.



2. Review your paid time off information.
3. Once you are finished reviewing your paid time off information, click **Close**. You will return to the Manager's Workbench – Work with Manager's Employees window.
4. Click **Close**. You will return to the menu.