

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.



Employee's Name	Employee's ID	Supervisor's Name	Home Business Unit	Employee Status	Pay Status	Last Start Date	Date Term.
KAPPERMAN, MARCIA D	123456677		13519906			05/02/2005	

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

PeopleSoft® Sign Out

Manager's Workbench - Paid Time Off Close Tools

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Employee Number:

Tax ID: Last Check Date:

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

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.