Review Employee Paid Time Off (Leave Balance) Information

Overview

You can view an employee's paid time off information from your Manager's Workbench. Managers cannot change their employee's information.

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.)

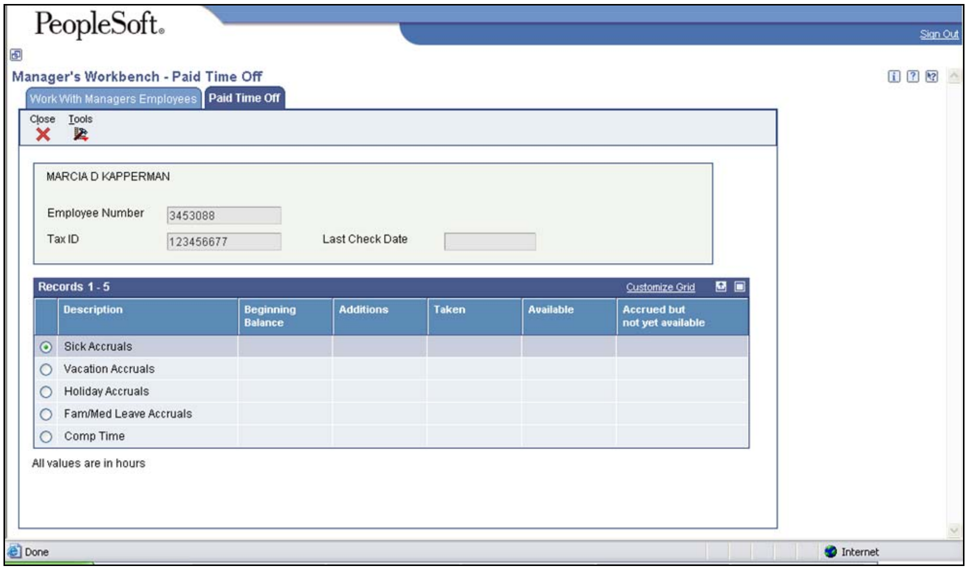
Human Resources and Payroll – Agencies > Self Service > Manager Self Service > Manager's Workbench

Steps

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

1. To view either your active (current) employees or all of your employees, choose one of the following radio buttons and click **Find**:
    a. Active Employees
    b. All Employees
2. Select an employee record to view by clicking the radio button to the left of the record.
3. Click **Row**, **Self Service Apps**, **Paid Time Off**. The Manager's Workbench – Paid Time Off window will open.

4. Review the employee's paid time off information.



5. Once you are finished reviewing the employee's paid time off information, click **Close**. You will return to the Manager's Workbench – Work with Managers Employees window.
6. Follow steps 1-5 to review additional employees.
7. Click **Close**.