Reviewing Available Leave Balances

Overview

Use the Benefit/Accrual screen in NIS to review and employee's available leave. Employee's can access this information via Employee Self Service.

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 Inquiries > Payroll Inquiries > Leave Balances

Steps

Review Comp-Time Balance

Start this instruction from the Benefit/Accrual Inquiry - Work with Payroll/Accruals window.

1. Complete the following information:

    a. **Employee Identification** - Enter the Employee's address book number

    b. **Benefit/Accrual Type** - Enter the type of leave to review.

    ✎ Example: Enter "V" to see Vacation, "S" to see Sick time, "O" to see Comp-Time, etc. Use the visual assist, if needed.

2. Click **Find**. The Employee's available leave will populate in the grid.

3. Click **Close**.