May 1, 2009

To: Agency HR Contacts

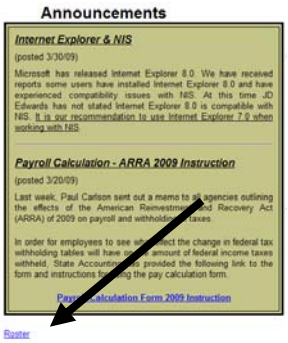
From: Mike McCrory, State Personnel Director
Administrative Services

Subject: Daily Sick Leave Reporting

In light of the recent H1N1 developments and in an effort to see potential trends among our workforce, we are asking that agencies report their total sick leave used by agency to State Personnel on a daily basis. Agencies are currently collecting sick leave used through biweekly payroll. We are now requesting those numbers to be sent to one location on a daily basis so that a total snapshot of State government can be taken into consideration. *Reporting must be recorded in NIS by 10:00 a.m. each day for the previous day's sick leave absences. Agencies with 24-hour facilities may report each Monday by 10:00 a.m. the weekend usage (please indicate which date the sick leave occurred when entering into NIS).*

To do this, the NIS Team has developed an application that will be available beginning Friday, May 1, 2009. To access this application and record your agency sick leave absences, log into NIS (**JAS ONLY**; this application does not currently work in CITRIX), and click the "Agency Attendance Roster Report" located directly under the OPEN ENROLLMENT application.

NIS work instructions on how to input absences and run your agency reports are available on the NIS website (nis.ne.gov) under the ANNOUNCEMENTS section (click on word ROSTER). If you have questions about this reporting process, please contact either Amy Archuleta (amy.archuleta@nebraska.gov) or Dovi Mueller (dovi.mueller@nebraska.gov).



SOS Employee Absences

For those of you who currently employ SOS temporaries, please follow these reporting instructions:

If an SOS employee at your agency is out due to illness, please send an email with that employee's NIS Employee Address Book Number, your agency number and the date(s) in which the employee was sick to this email address: **as.sospayroll@nebraska.gov**

SOS employees will be counted as employees of Administrative Services and not as employees within your agency. If you have questions about this, please contact Susie Voecks (susie.voecks@nebraska.gov) or Dovi Mueller (dovi.mueller@nebraska.gov).