

MODULE 5 – APPROVING LEAVE REQUESTS



NEVADA EMPLOYEE ACTION AND TIMEKEEPING SYSTEM (NEATS)

The process for approving a
Leave Request in
NEATS SUPERVISOR TIMEKEEPING
Module 5

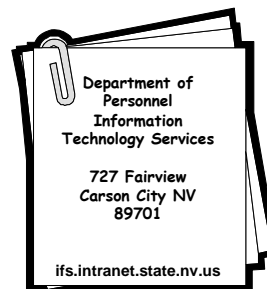
Nevada Employee Action and Timekeeping System (NEATS)

From your browser, enter the
following Internet address:

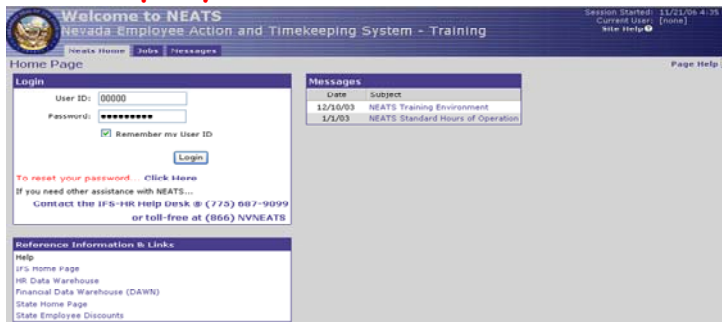
<https://neats.state.nv.us/NEATS>

Or from home at:

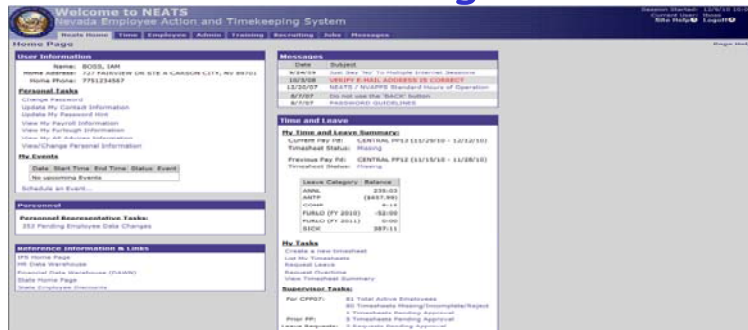
<http://nvapps.state.nv.us/NEATS>



Login by Entering your Employee ID and Password



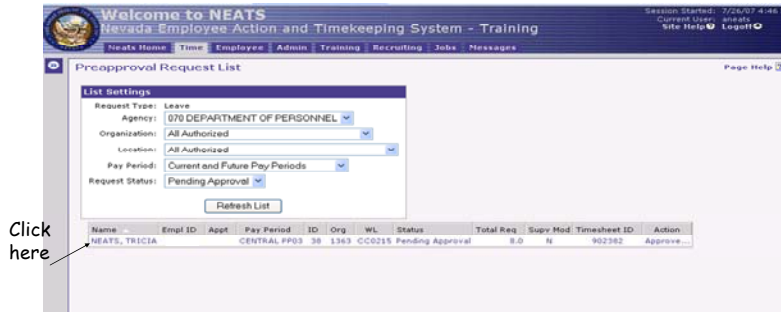
NEATS Home Page



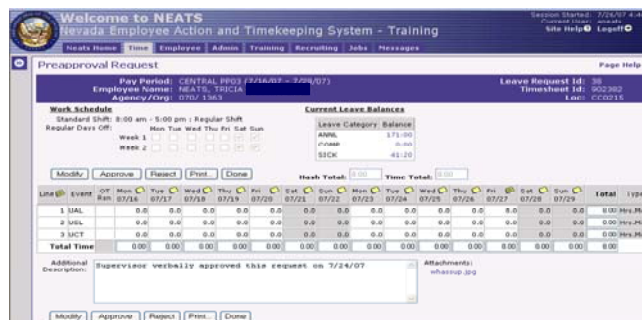
To view pending leave requests
click on **Requests Pending**
Approval under Supervisor Tasks



Preapproval requests requiring Supervisor's approval are displayed



The Preapproval Request is displayed

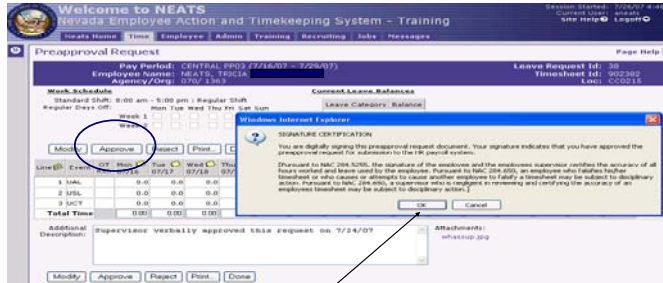


The Supervisor can **Modify** the request on behalf of the employee



If the supervisor modifies, printed copy with employee signature needs to be retained for audit purposes

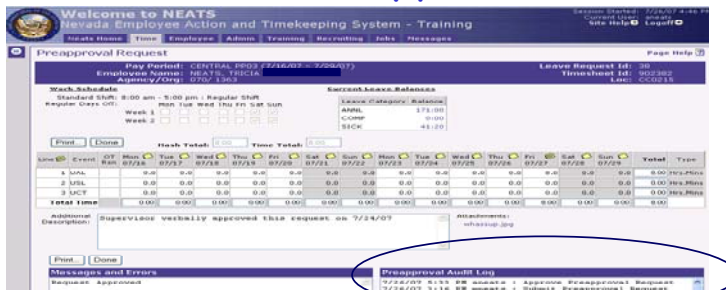
Click on **Approve** to begin the approval process. Click **OK** to certify the document is correct



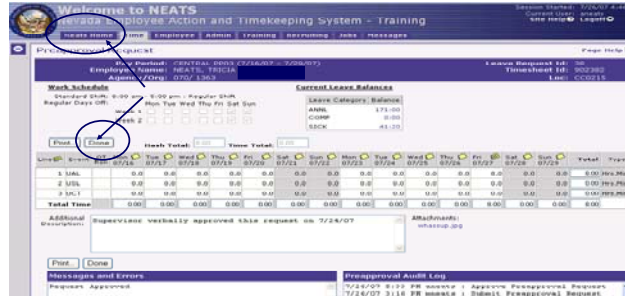
Click **Reject** to reject back to employee. Fill in Rejection Reason then Click **Reject**



After the request has been approved, Preapproval Audit Log will indicate approval



Click **Done** to return you to the Pending Approval Request list or **NEATS Home** tab to return to the NEATS Home Page



NEATS Home Page shows no requests pending approval under **Supervisor Tasks**

