

MODULE 7 – LEAVE/OT APPROVAL



NEVADA EMPLOYEE ACTION AND TIMEKEEPING SYSTEM (NEATS)

The process for approving a Timesheet
using Leave/OT approval in NEATS
SUPERVISOR TIMEKEEPING
Module 7

Nevada Employee Action and Timekeeping System (NEATS)

From your browser, enter the
following Internet address:

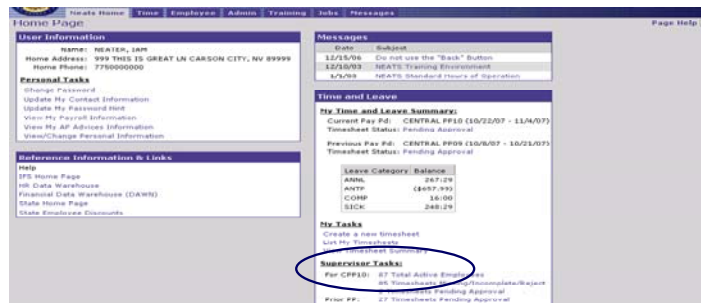
<https://neats.state.nv.us/NEATS>

Or from home at:

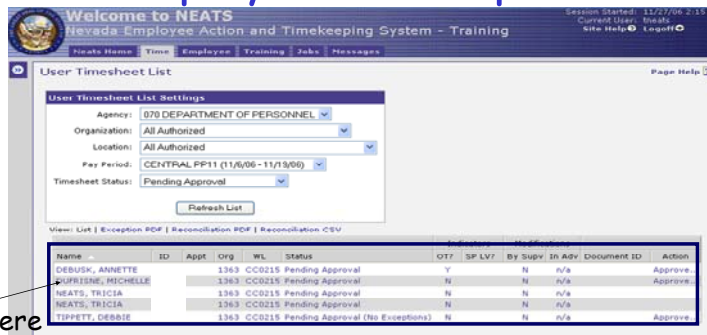
<http://nvapps.state.nv.us/NEATS>



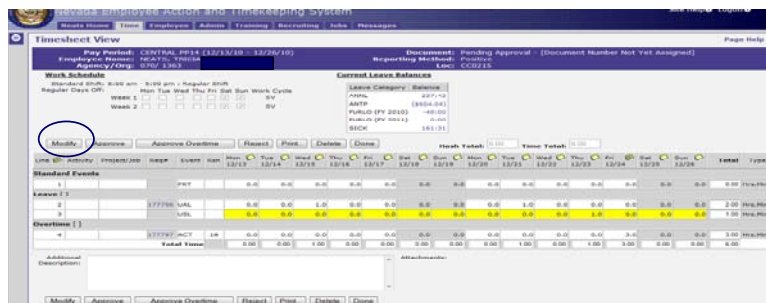
Supervisor's Home Page



Timesheets Requiring Approval are Displayed for Supervisor



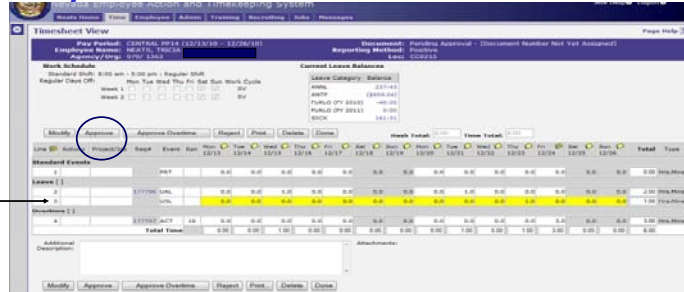
The Supervisor can Modify the request on behalf of the employee



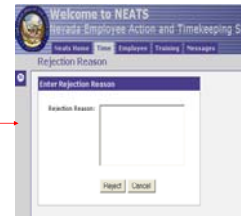
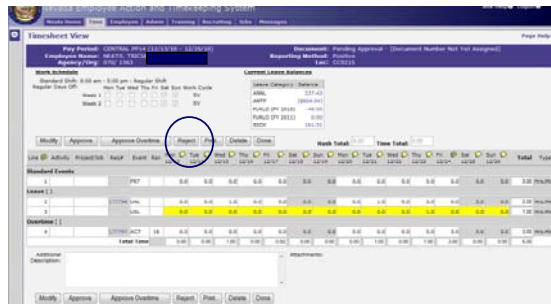
If the supervisor modifies, printed copy with employee signature needs to be retained for audit purposes

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

Yellow lines indicate no preapprovals were submitted or time entry was changed from original request



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

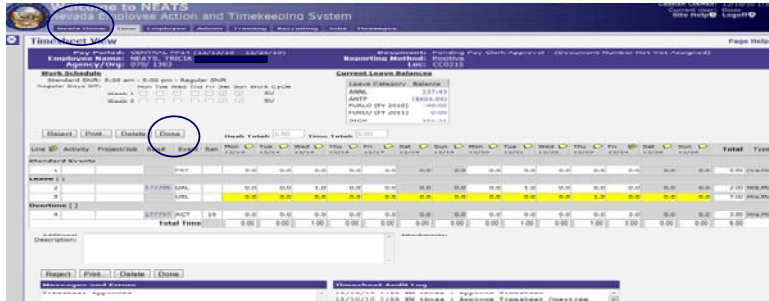


The employee does not receive email notification.

After the timesheet has been approved, **Timesheet 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 timesheets pending approval

