

MODULE 8 – LEAVE/OT APPROVAL



NEVADA EMPLOYEE ACTION AND TIMEKEEPING SYSTEM (NEATS)

The process for approving a Timesheet using
Leave/OT approval in NEATS
OVERTIME SUPERVISOR TIMEKEEPING
Module 8

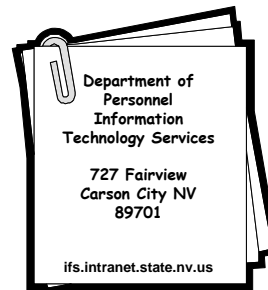
Nevada Employee Action and Timekeeping System (NEATS)

From your browser, enter the
following Internet address:

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

Or from home at:

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

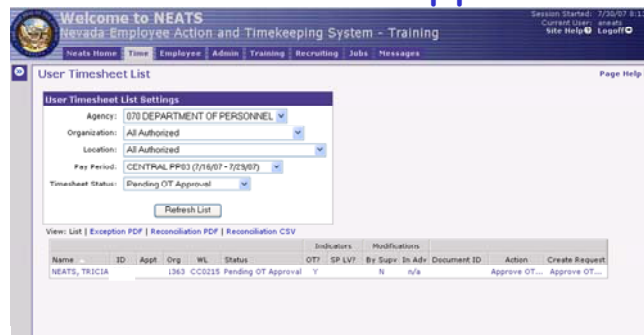


Overtime Supervisor must log in and approve timesheet

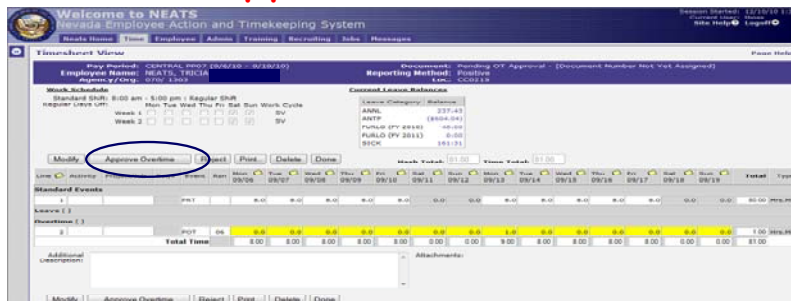


If OT Request was already approved by OT Supervisor, timesheet doesn't require another OT Timesheet approval, only if changes were made to original request, or OT time added

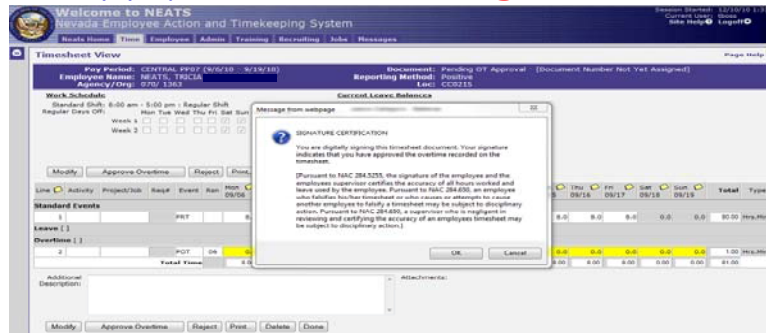
OT Supervisor clicks on timesheet for approval



Overtime Supervisor Approves the OT



OT Supervisor clicks on OK to apply Electronic Signature



NEATS Home Page shows the number of timesheets pending approval

