

How to view holiday comp time balance for an exempt employee:

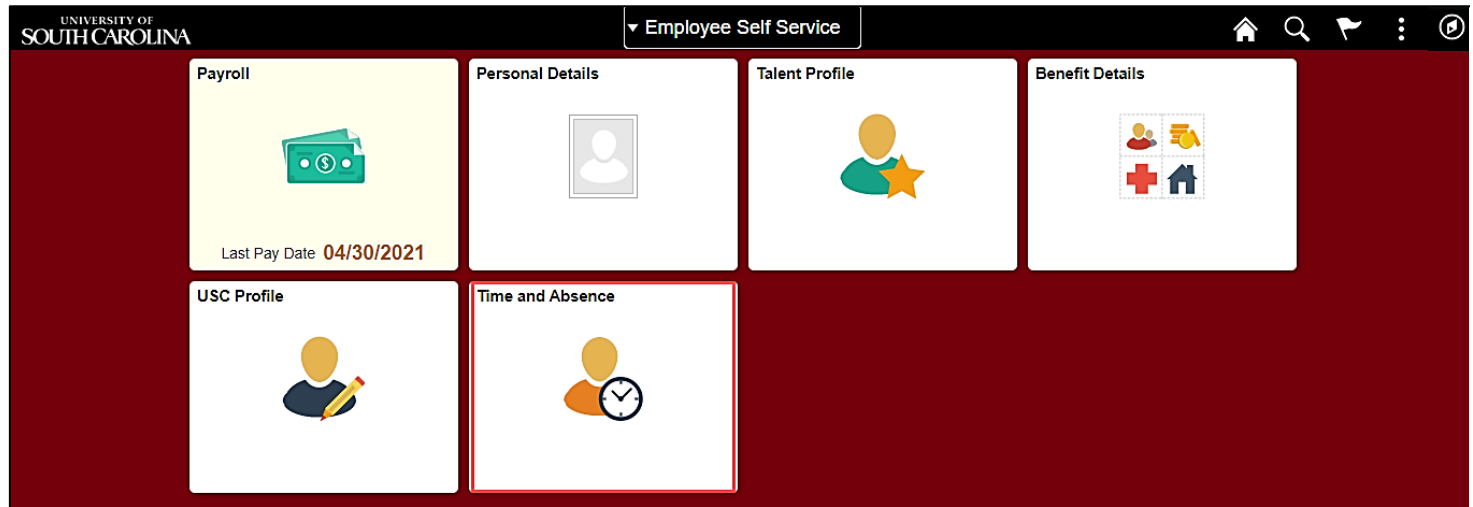
This job aid outlines how an exempt employee can view holiday comp time balance.

Navigation: Employee Self Service > Time and Absence > Comp/Holiday Comp Time

Processing Steps

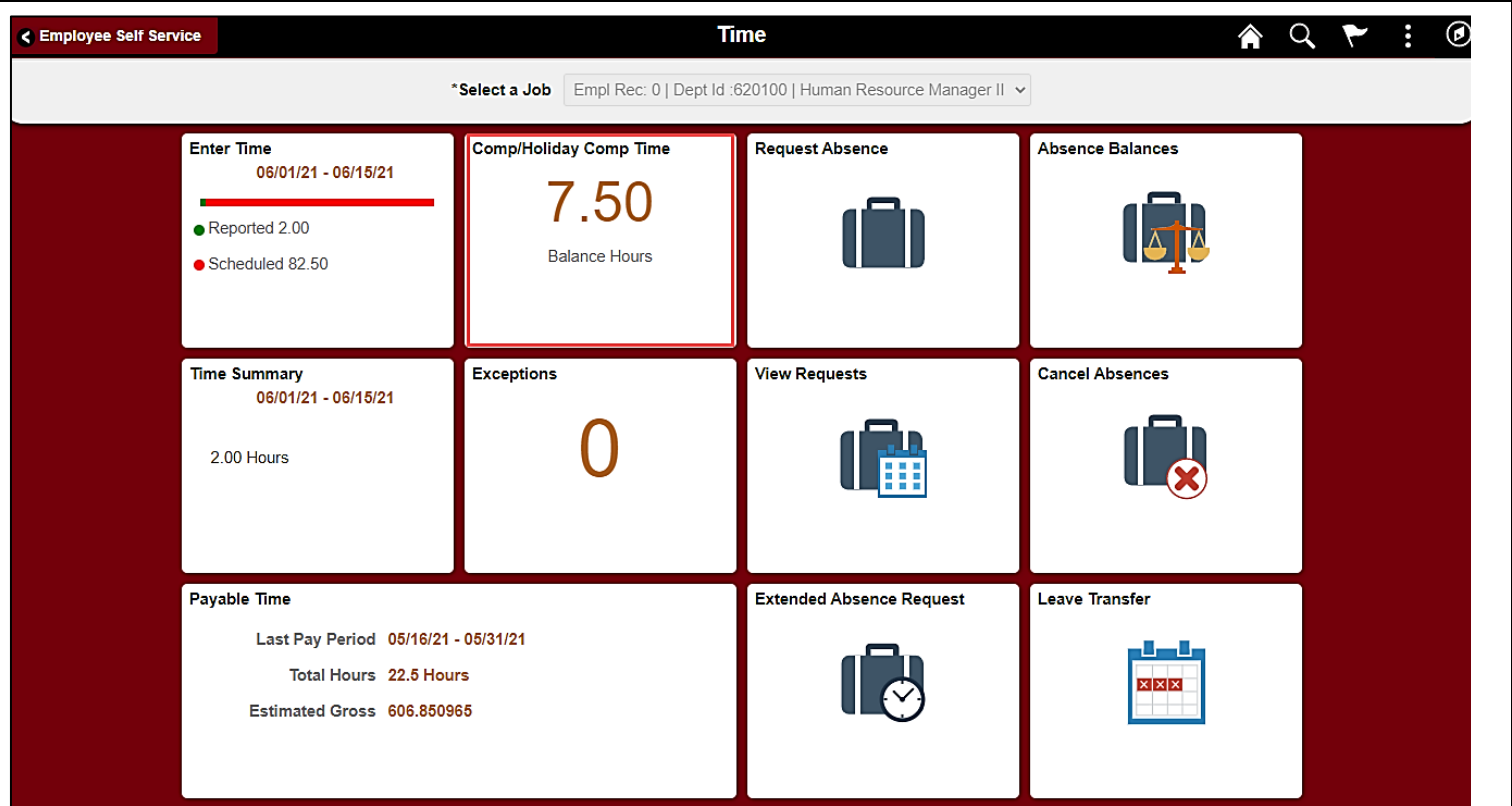
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots










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Step 2: Click the **Comp/Holiday Comp Time** tile, to view balance hours.



Employee Self Service | **Time**


*Select a Job | Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II

Enter Time 06/01/21 - 06/15/21  ● Reported 2.00 ● Scheduled 82.50	Comp/Holiday Comp Time <h1>7.50</h1> Balance Hours	Request Absence 	Absence Balances 
Time Summary 06/01/21 - 06/15/21 2.00 Hours	Exceptions <h1>0</h1>	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/16/21 - 05/31/21 Total Hours 22.5 Hours Estimated Gross 606.850965		Extended Absence Request 	Leave Transfer 

Step 3: To view additional Comp Time details, click the **COMPLAN** tile.

Note: The Expiration Period on the COMPLAN tile advises how long you have to use the compensatory time. Exempt employees cannot be paid for unused comp time, so any comp time not used within the expiration period will be forfeit. Additional information on expiration dates below:

- Regular comp time expires at the end of the fiscal year in which it is earned. UofSC fiscal year runs July 1, year through June 30, year. Comp time must be used/entered on the timesheet prior to the last payroll in June. In 2021 the deadline is June 12, 2021.
- Holiday comp time expires one year from the day on which the comp time is earned. In this example the employee worked on Memorial Day 2021, so they have until May 31, 2022, to use the comp time.



The screenshot shows a mobile application interface for 'Leave / Comp Time'. At the top, there is a navigation bar with a back arrow, the word 'Time', and the title 'Leave / Comp Time'. On the right side of the navigation bar are icons for home, search, and a menu. Below the navigation bar, a red-bordered box highlights the 'COMPLAN' tile. The tile contains the following information:

- COMPLAN**
- Plan Type: **Comp Time**
- Recorded Balance: **7.50**
- As of Date: **05/31/2021**
- Expiration Period: **Months 12**

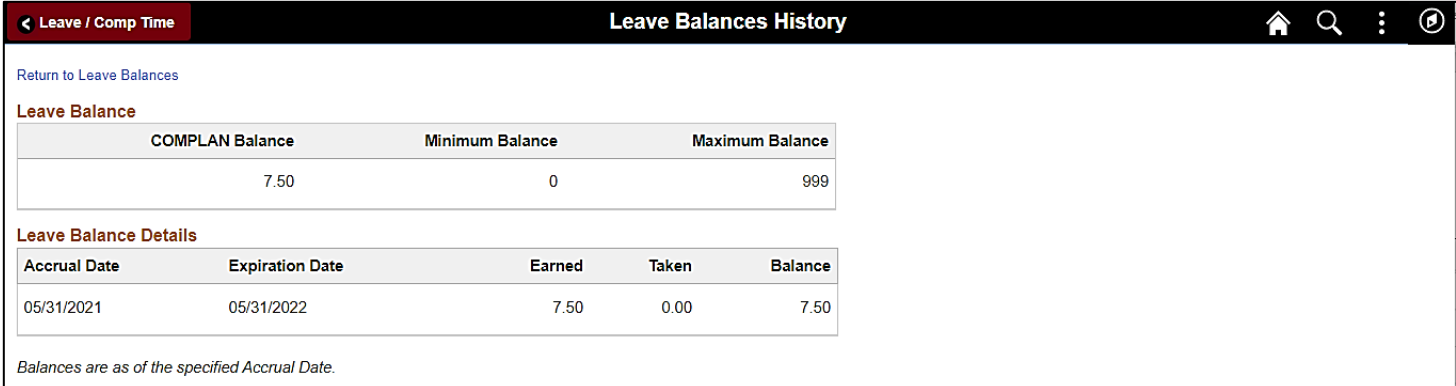
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Step 4: On the Leave Balances History page for Comp Time, you can see:

- COMPLAN Balance
- Maximum Balance allowable
- Minimum Balance (This is always 0)
- Accrual Date
- Expiration Date
- Leave Earned
- Leave Taken
- Leave Balance

Note: Balances shown on this page are as of the specified accrual date. Also note that this page does not update until the timesheet has been approved by your manager or TL/ABS Approver. Approved, but future dated, comp time balances do not appear.

Step 5: Click the **Leave/Comp Time** tab.



Leave Balances History

[Return to Leave Balances](#)

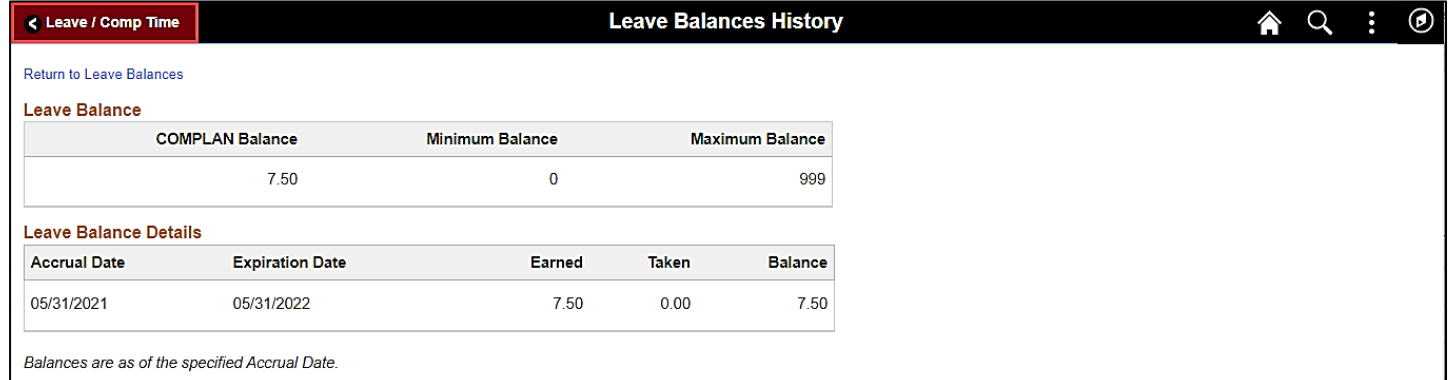
Leave Balance

COMPLAN Balance	Minimum Balance	Maximum Balance
7.50	0	999

Leave Balance Details

Accrual Date	Expiration Date	Earned	Taken	Balance
05/31/2021	05/31/2022	7.50	0.00	7.50

Balances are as of the specified Accrual Date.



Leave Balances History

[Return to Leave Balances](#)

Leave Balance

COMPLAN Balance	Minimum Balance	Maximum Balance
7.50	0	999

Leave Balance Details

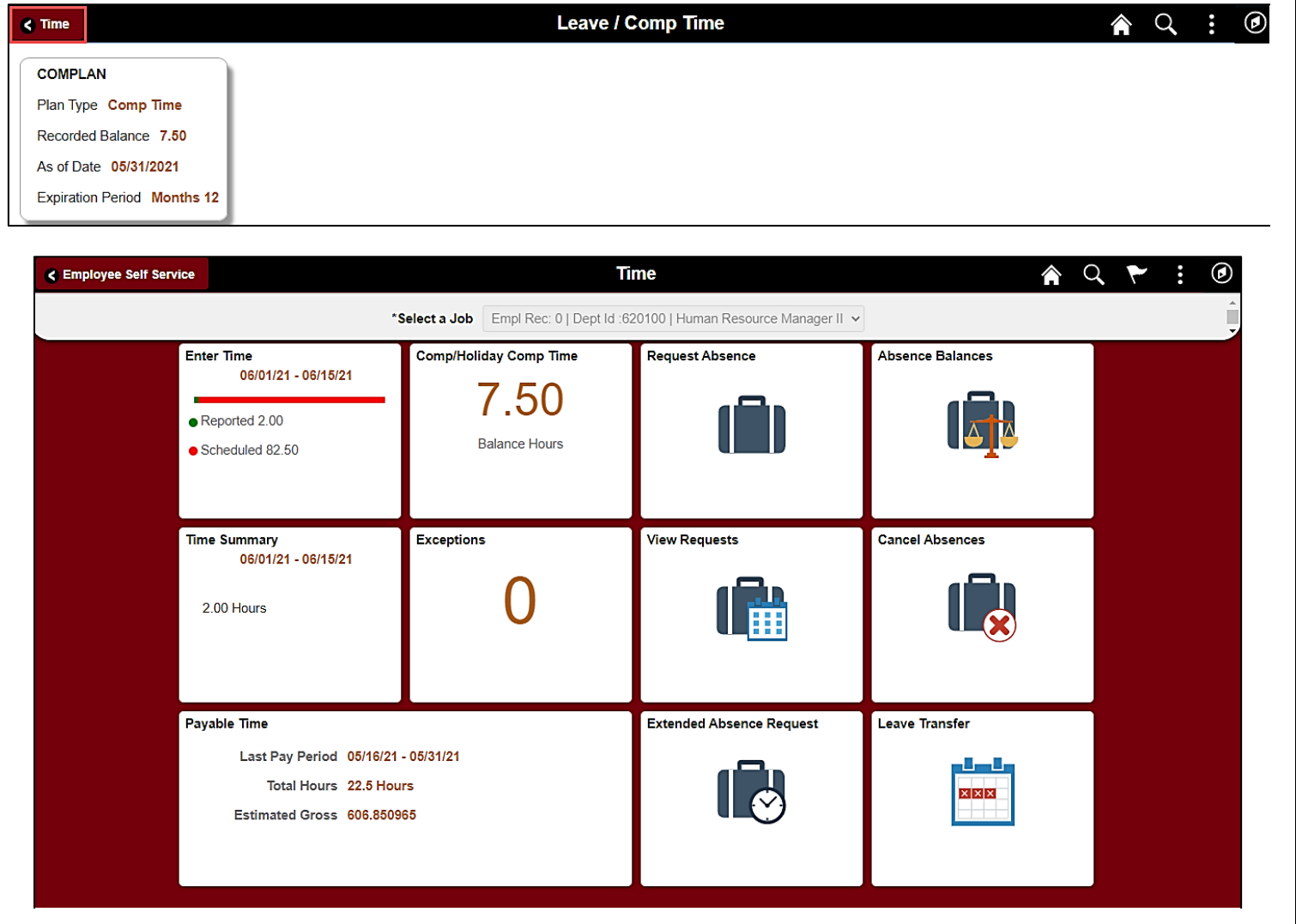
Accrual Date	Expiration Date	Earned	Taken	Balance
05/31/2021	05/31/2022	7.50	0.00	7.50

Balances are as of the specified Accrual Date.

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Step 6: Click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

You successfully learned how to view your holiday comp time balances as an exempt employee.



The screenshot displays the 'Leave / Comp Time' section of the ESS system. It shows the following information:

- Plan Type:** Comp Time
- Recorded Balance:** 7.50
- As of Date:** 05/31/2021
- Expiration Period:** Months 12

The main 'Time' dashboard includes the following sections:

- Enter Time (06/01/21 - 06/15/21):** A progress bar showing 2.00 hours reported and 82.50 hours scheduled.
- Comp/Holiday Comp Time:** 7.50 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase with a scale.
- Time Summary (06/01/21 - 06/15/21):** 2.00 Hours.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time (Last Pay Period 05/16/21 - 05/31/21):** Total Hours 22.5 Hours, Estimated Gross 606.850965.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.