University of South Carolina
Time and Labor - ESS
View Comp/Holiday Comp Time Balances

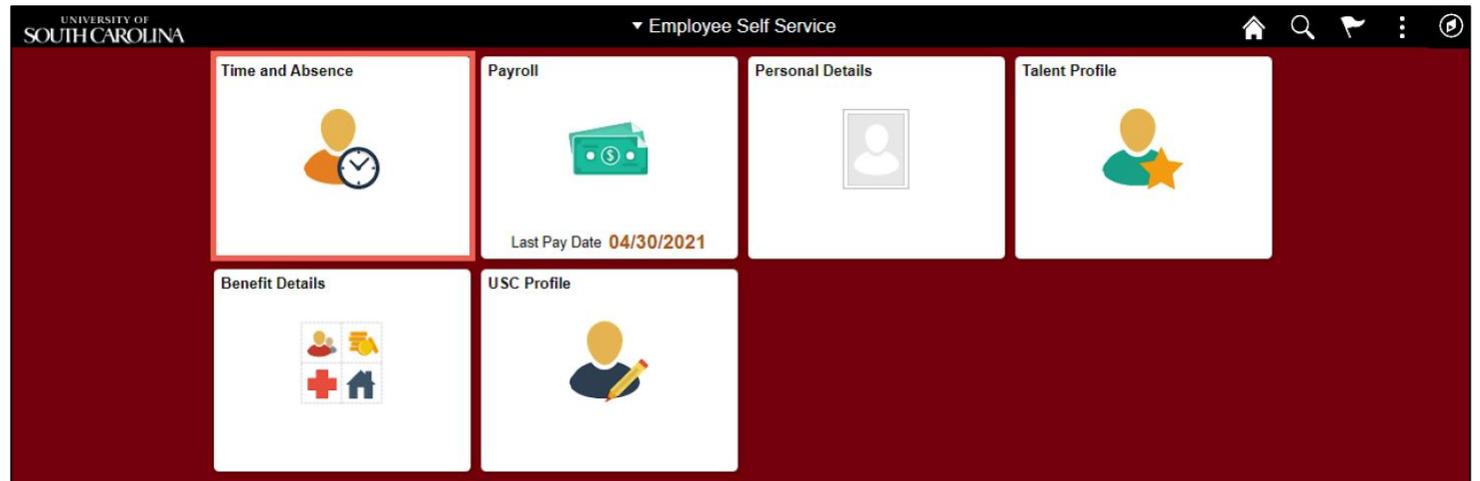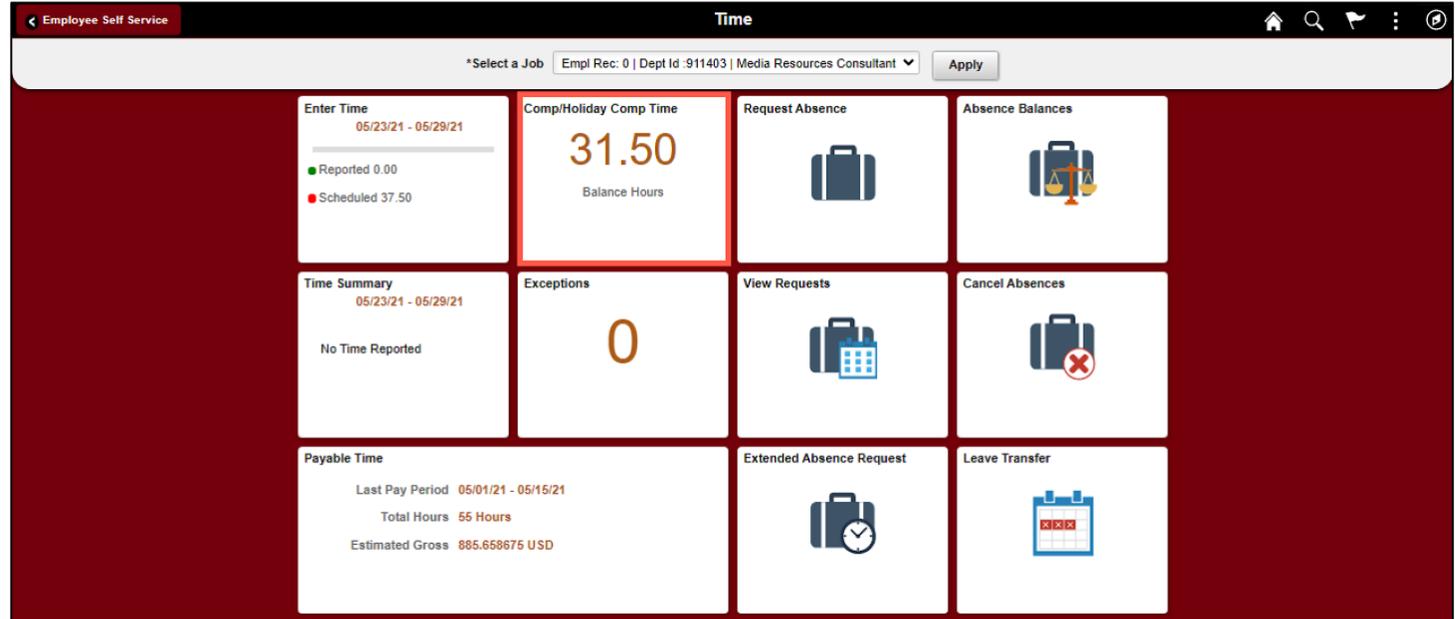| How to view comp and holiday comp time balances:	
This job aid outlines how an employee can view comp and holiday comp time balances.	
Navigation: Employee Self Service > Time and Absence > Comp/Holiday Comp Time	
Processing Steps	**Screenshots**
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.	

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

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

Notice the expiration period of 36 days indicating that comp time will be paid out at fiscal year-end, June 30.

Time	Leave / Comp Time		
*Job	Media Resources Consultant ▾		

SALNECMP
Plan Type Comp Time
Recorded Balance 15.00
As of Date 05/07/2021
Expiration Period Days 36

SALNEHOL
Plan Type Comp Time
Recorded Balance 16.50
As of Date 05/20/2021
Expiration Period Months 12

Step 4: On the Leave Balances History page for Comp Time (SALNECMP), you can see:
- Maximum Balance
- Earned Balance
- Taken Balance
- Total Balance
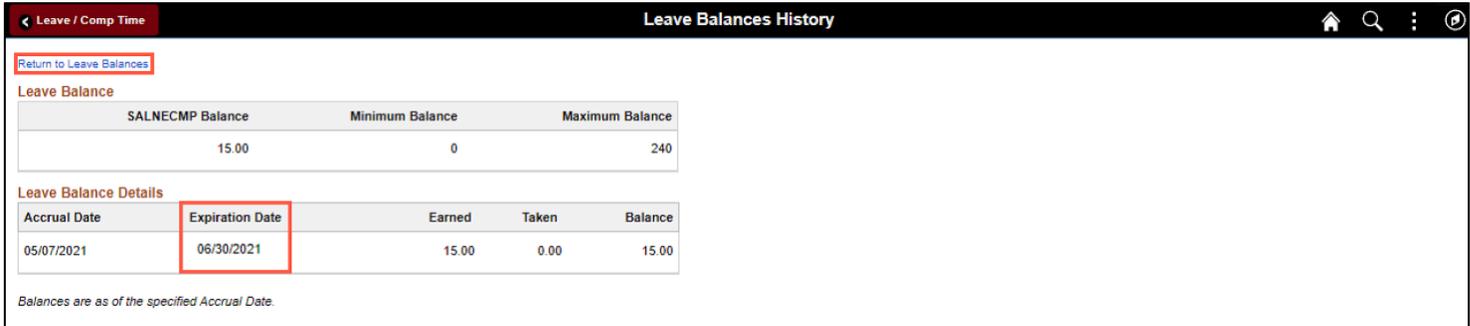- Expiration Date (This will always be June 30 for Comp Time)

Step 5: To view Holiday Comp Time details, click the **Return to Leave Balances** link.

Leave / Comp Time	Leave Balances History		

Return to Leave Balances

Leave Balance

SALNECMP Balance	Minimum Balance	Maximum Balance
15.00	0	240

Leave Balance Details

Accrual Date	Expiration Date	Earned	Taken	Balance
05/07/2021	06/30/2021	15.00	0.00	15.00

Balances are as of the specified Accrual Date.

Step 6: To view additional Holiday Comp Time details, click the **SALNEHOL** tile.

Notice the expiration period of 12 months indicating holiday comp time expires 1 year from the earn date.

Time	Leave / Comp Time

*Job [Media Resources Consultant ▾]

SALNECMP		SALNEHOL	
Plan Type	Comp Time	Plan Type	Comp Time
Recorded Balance	15.00	Recorded Balance	16.50
As of Date	05/07/2021	As of Date	05/20/2021
Expiration Period	Days 36	Expiration Period	Months 12

Step 7: On the Leave Balances History page for Comp Time (SALNECMP), you can see:
- Maximum Balance
- Earned Balance
- Taken Balance
- Total Balance
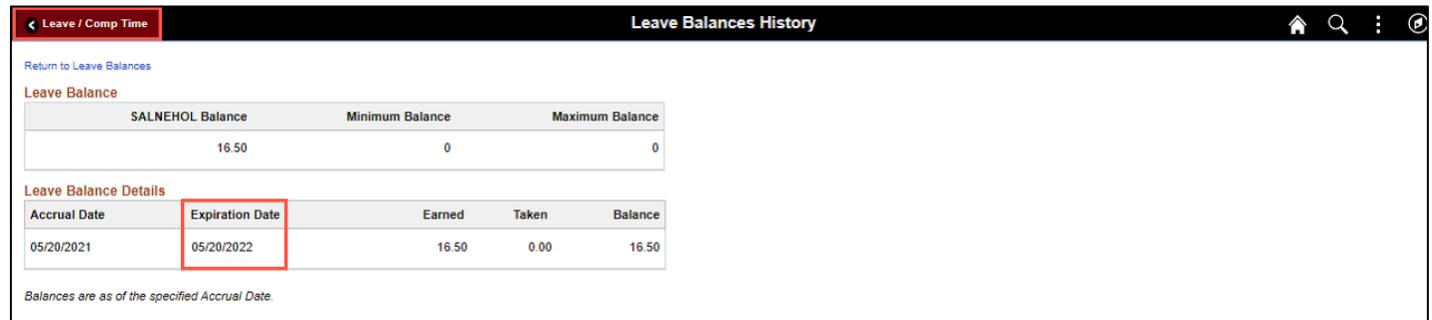- Expiration Date (This will always be 1 year from the earn date)

Step 8: Click the **Leave/Comp Time** tab.

Leave / Comp Time	Leave Balances History

Return to Leave Balances

Leave Balance

SALNEHOL Balance	Minimum Balance	Maximum Balance
16.50	0	0

Leave Balance Details

Accrual Date	Expiration Date	Earned	Taken	Balance
05/20/2021	05/20/2022	16.50	0.00	16.50

Balances are as of the specified Accrual Date.

Step 9: 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.
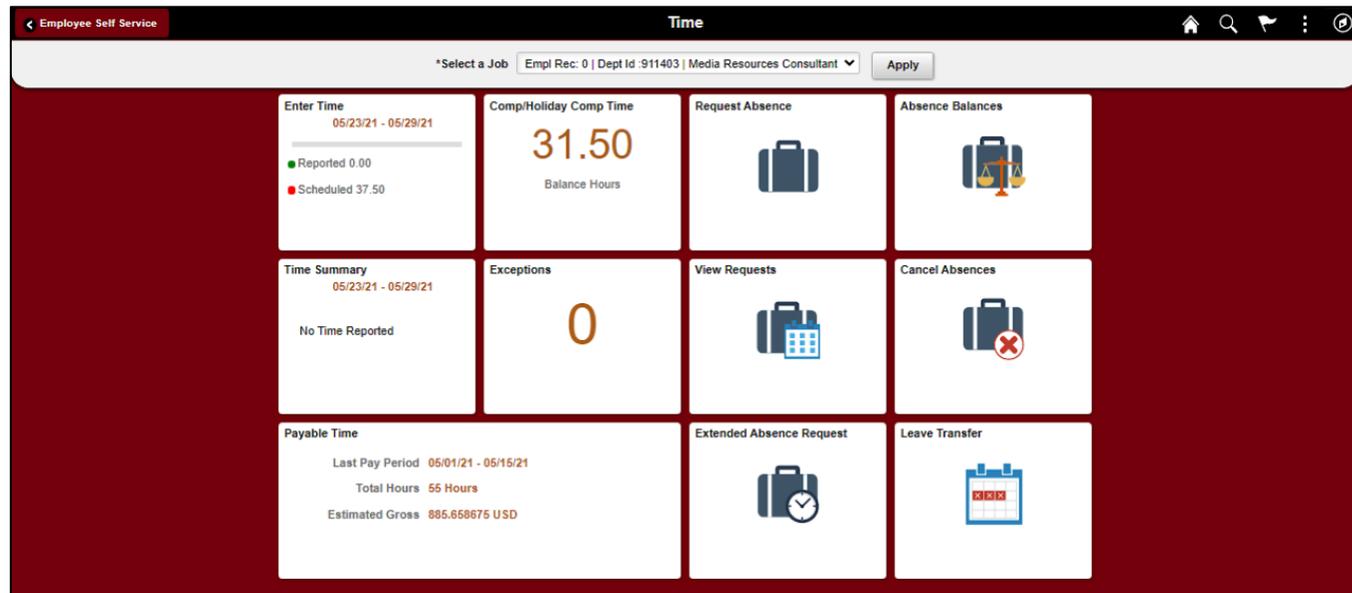
You successfully learned how to view your comp and holiday comp time balances.