| How to view leave and compensatory time for an employee:	
This job aid outlines how a TL/ABS Approver can view leave and compensatory time for an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.	
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter	
Processing Steps	**Screenshots**
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	
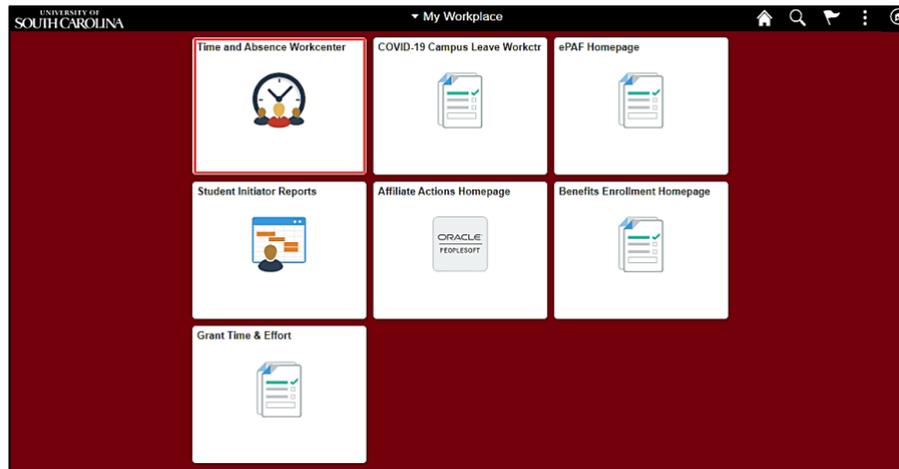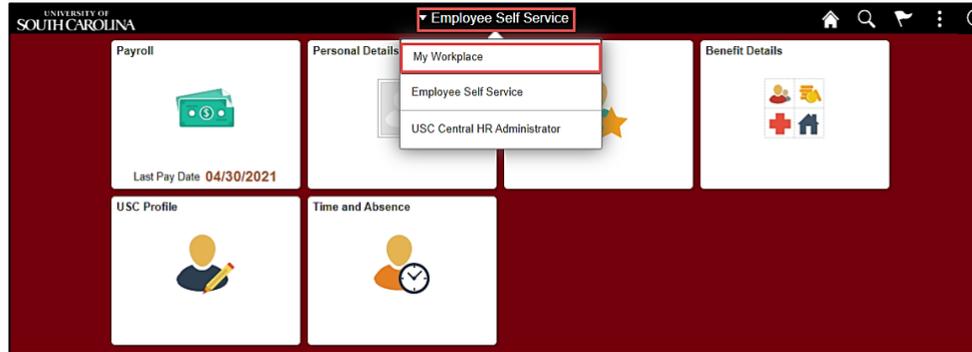
Time and Absence Work center provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence WorkCentre include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.

< My Workplace	**Time and Labor WorkCenter**

Scope
▼ My Scope

▼ My Work

Exceptions

Approvals

Reported Time

▼ Links

Approve Time and Absence

Manage Time and Absence

Leave Donations

Extended Absences

▼ Queries

Time and Labor

Absence Manageent

▼ Reports/Processes

Step 4: Click the **Leave and Compensatory Time** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.
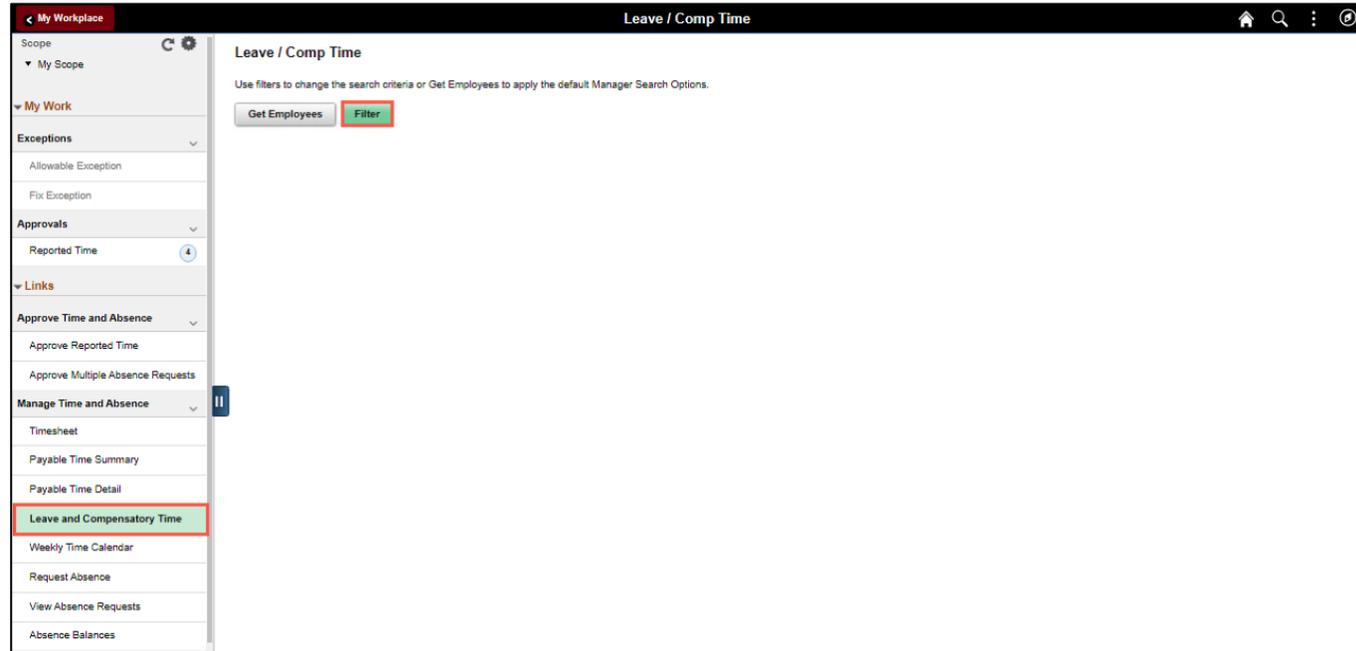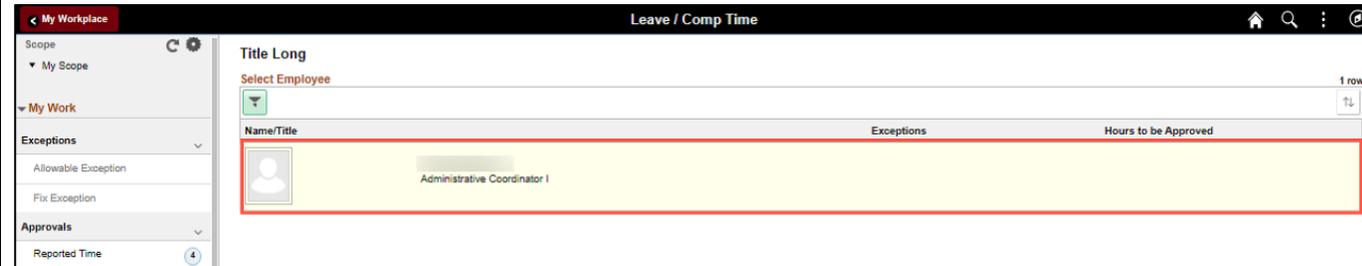
Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.
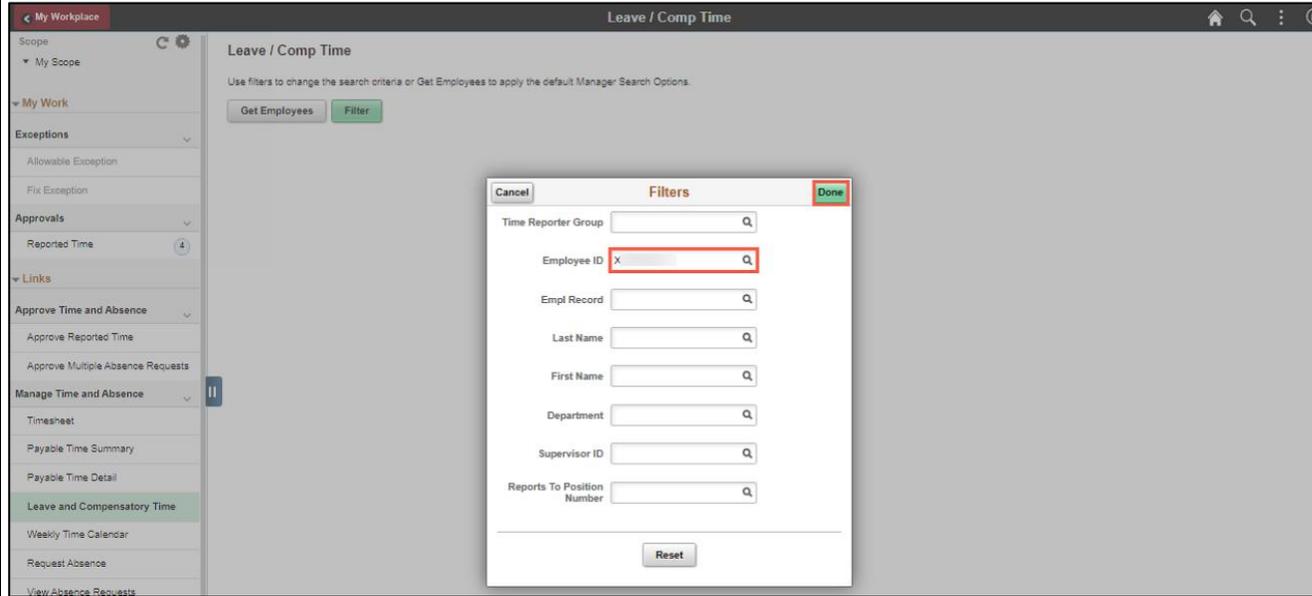
Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.

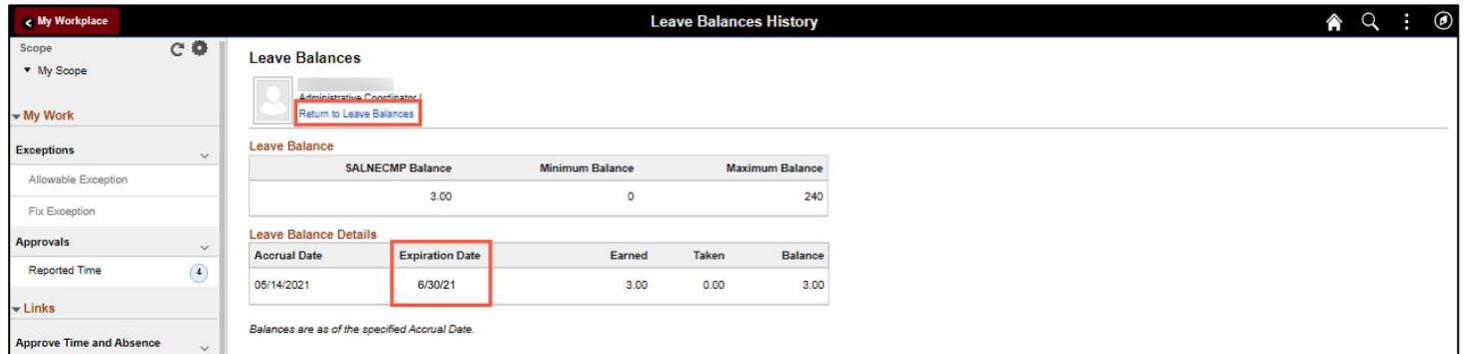|	
Step 9: To view additional Comp Time details, click the **SALNECMP** tile. Notice the expiration period of 36 days indicating that comp time will be paid out at fiscal year-end, June 30.	
Step 10: On the Leave Balances History page for Comp Time (SALNECMP), you can see: • Maximum Balance • Earned Balance • Taken Balance • Total Balance • Expiration Date (This will always be June 30 for Comp Time) **Step 11:** To view Holiday Comp Time details, click the **Return to Leave Balances** link.	

Step 12: To view additional Holiday Comp Time details, click the **SALNEHOL** tile.

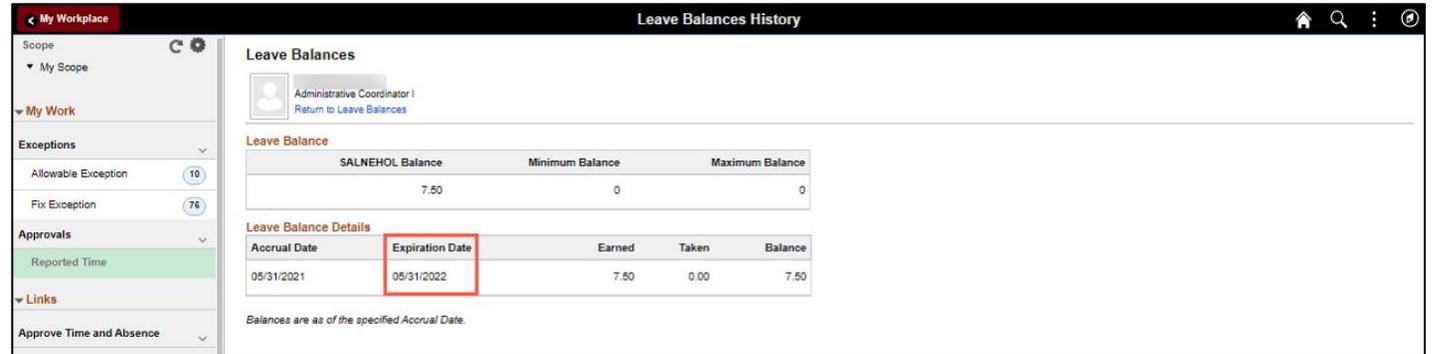Notice the expiration period of 12 months indicating holiday comp time expires 1 year from the earn date.

Step 13: 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)

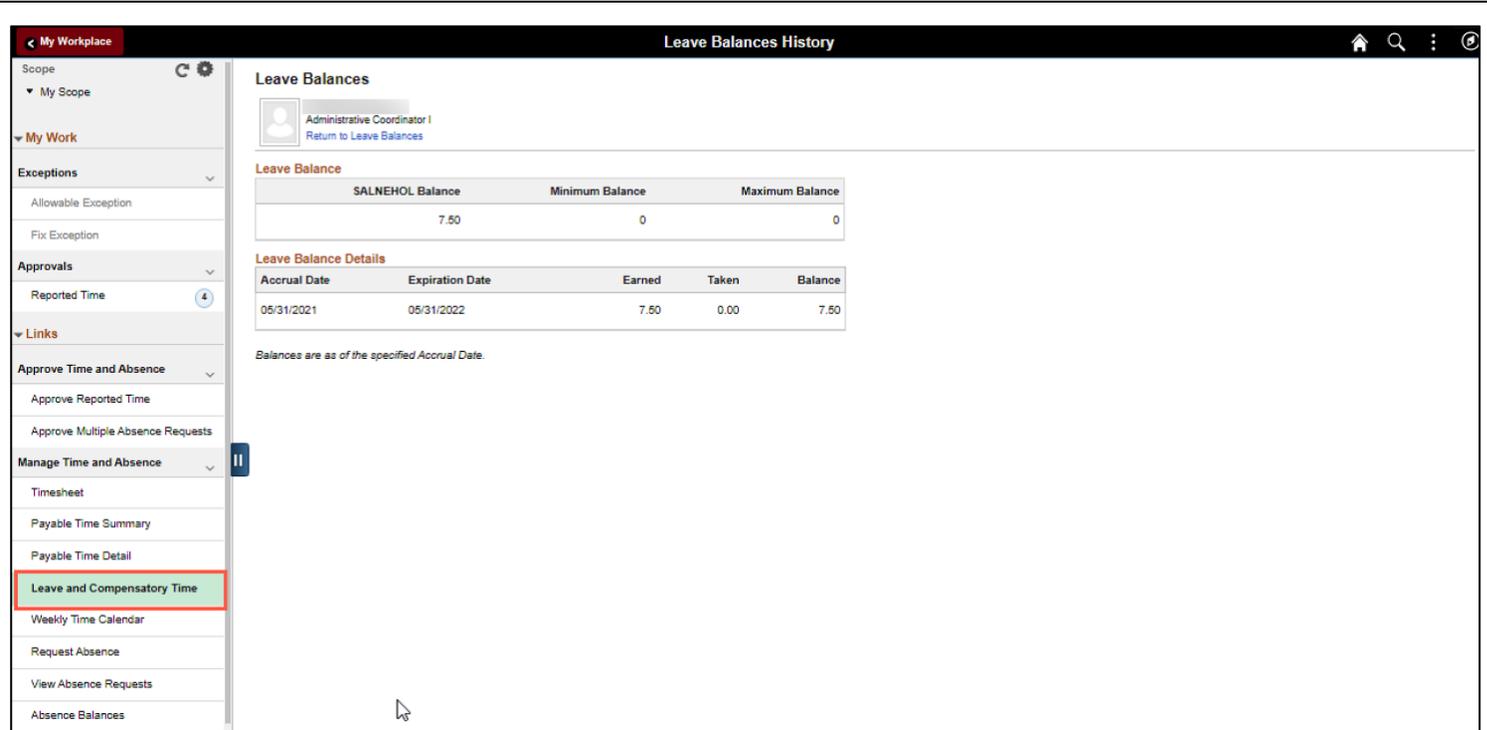**Step 14:** Click the **View Leave and Compensatory Time** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

My Workplace	Leave Balances History

Leave Balances

Administrative Coordinator I
Return to Leave Balances

Leave Balance

	SALNEHOL Balance	Minimum Balance	Maximum Balance
	7.50	0	0

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.

Scope — My Scope

My Work
- Exceptions
  - Allowable Exception
  - Fix Exception
- Approvals
  - Reported Time (4)

Links
- Approve Time and Absence
  - Approve Reported Time
  - Approve Multiple Absence Requests
- Manage Time and Absence
  - Timesheet
  - Payable Time Summary
  - Payable Time Detail
  - Leave and Compensatory Time
  - Weekly Time Calendar
  - Request Absence
  - View Absence Requests
  - Absence Balances

You successfully learned how to view leave and compensatory time for an employee.