

**University of South Carolina  
Time and Labor - ESS  
View Comp/Holiday Comp Time Balances – Salary Non-Exempt**

**How to view comp and holiday comp time balances for a salary non-exempt employee:**

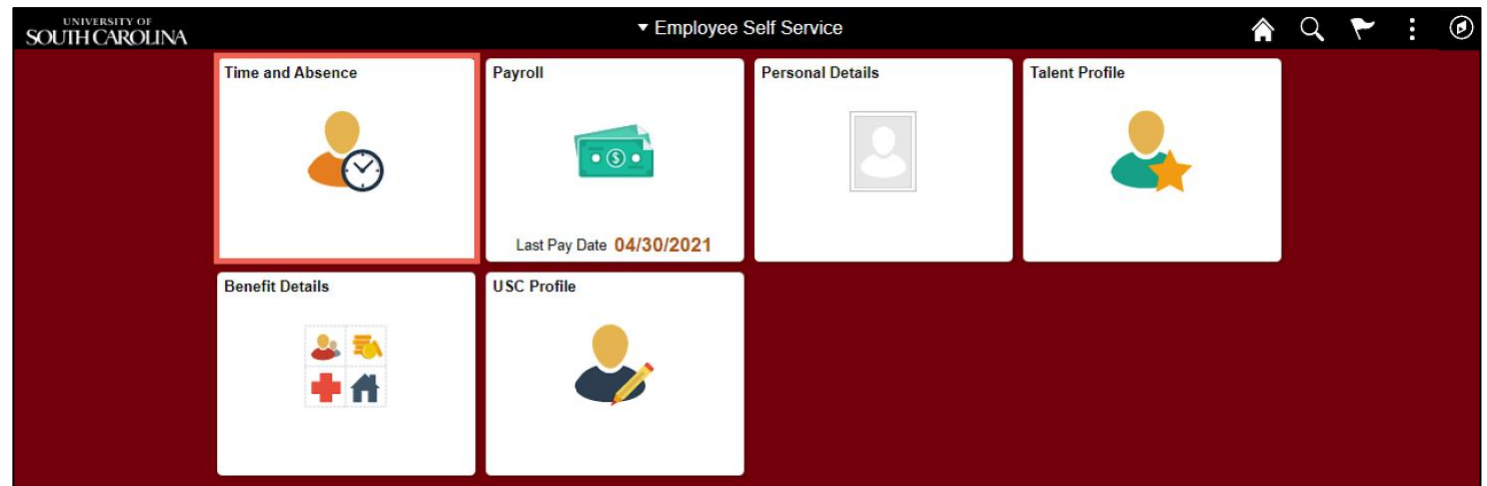
This job aid outlines how a salary non-exempt employee can view comp and holiday comp time balances.

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

**Processing Steps**

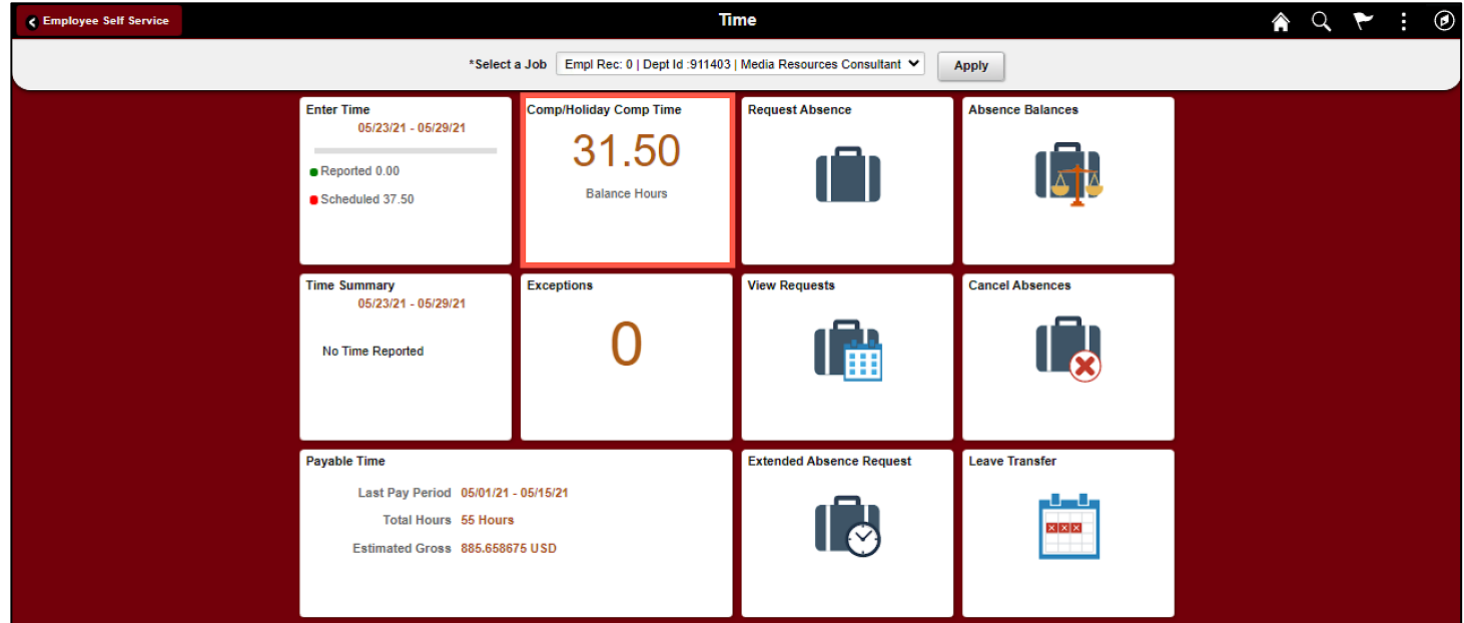
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**



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



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. The user is identified as 'Media Resources Consultant' in the 'Dept Id :911403'. The interface features several interactive tiles:

- Enter Time:** Shows a progress bar for the period 05/23/21 - 05/29/21. It indicates 0.00 hours reported and 37.50 hours scheduled.
- Comp/Holiday Comp Time:** A red-bordered tile showing a balance of 31.50 hours.
- Request Absence:** A tile with a briefcase icon for requesting time off.
- Absence Balances:** A tile with a briefcase and scales icon for viewing absence balances.
- Time Summary:** Shows 'No Time Reported' for the period 05/23/21 - 05/29/21.
- Exceptions:** A tile showing a balance of 0.
- View Requests:** A tile with a briefcase and calendar icon for viewing requests.
- Cancel Absences:** A tile with a briefcase and 'X' icon for canceling absences.
- Payable Time:** Shows the last pay period as 05/01/21 - 05/15/21, with a total of 55 hours and an estimated gross of 885.658675 USD.
- Extended Absence Request:** A tile with a briefcase and clock icon for extended requests.
- Leave Transfer:** A tile with a calendar icon for transferring leave.

**University of South Carolina**  
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**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.

**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)

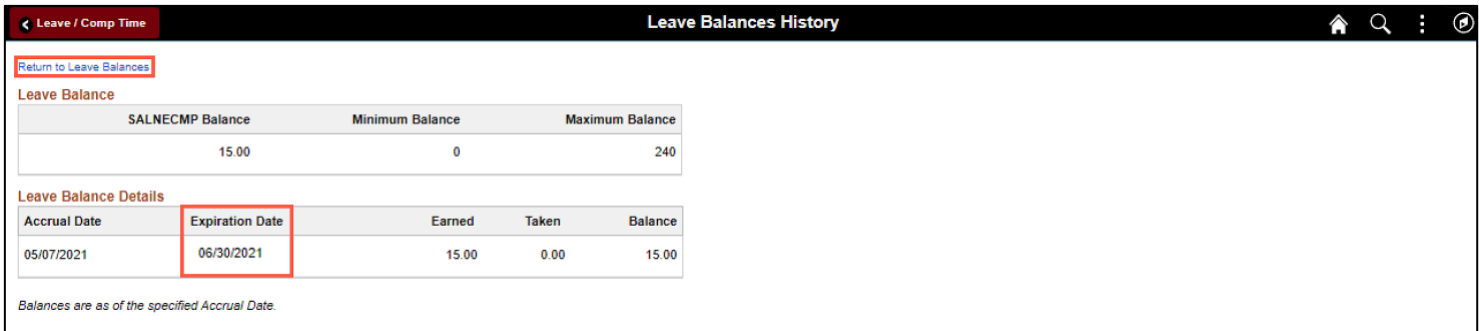
**Step 5:** To view Holiday Comp Time details, click the **Return to Leave Balances** link.



**Leave / Comp Time**

\*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



**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.

**University of South Carolina  
Time and Labor - ESS  
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**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.

**Step 7:** On the Leave Balances History page for Comp Time (SALNECMP), you can see:

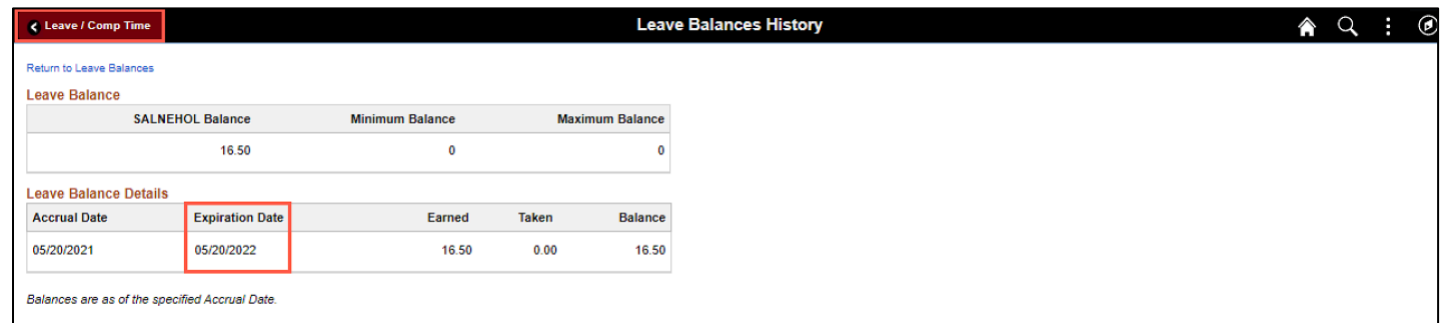
- Maximum Balance
- Earned Balance
- Taken Balance
- Total Balance
- Expiration Date (This will always be 1 year from the earn date)

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



The screenshot shows the 'Leave / Comp Time' interface for a 'Media Resources Consultant'. It displays two tiles: SALNECMP and SALNEHOL. The SALNEHOL tile is highlighted with a red box and shows the following details:

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



The screenshot shows the 'Leave Balances History' page for SALNECMP. It includes a 'Return to Leave Balances' link and a 'Leave Balance' table. Below that is a 'Leave Balance Details' table. The 'Expiration Date' in the details table is highlighted with a red box.

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.*

**University of South Carolina**  
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**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.

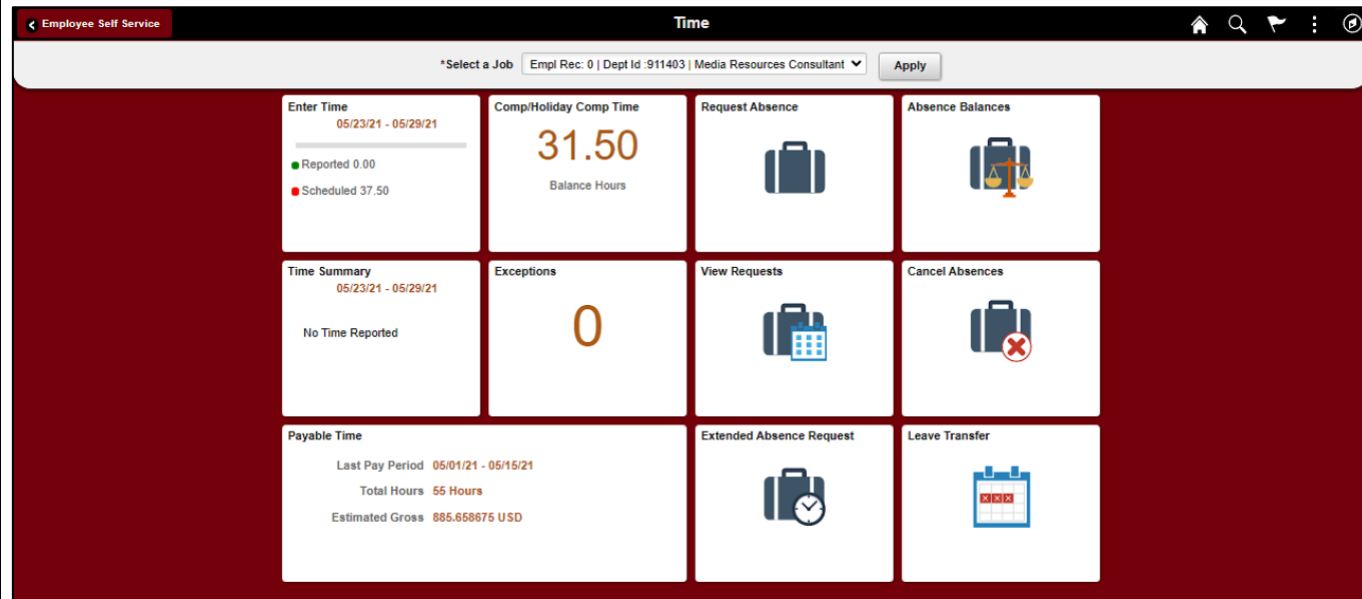
You successfully learned how to view your comp and holiday comp time balances as a salary non-exempt employee.



**Time** Leave / Comp Time

\*Job: Media Resources Consultant

<p><b>SALNECMP</b></p> <p>Plan Type <b>Comp Time</b></p> <p>Recorded Balance <b>15.00</b></p> <p>As of Date <b>05/07/2021</b></p> <p>Expiration Period <b>Days 36</b></p>	<p><b>SALNEHOL</b></p> <p>Plan Type <b>Comp Time</b></p> <p>Recorded Balance <b>16.50</b></p> <p>As of Date <b>05/20/2021</b></p> <p>Expiration Period <b>Months 12</b></p>
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**Employee Self Service** Time

\*Select a Job: Empl Rec: 0 | Dept Id :911403 | Media Resources Consultant [Apply]

<p><b>Enter Time</b></p> <p>05/23/21 - 05/29/21</p> <p>Reported 0.00</p> <p>Scheduled 37.50</p>	<p><b>Comp/Holiday Comp Time</b></p> <p><b>31.50</b></p> <p>Balance Hours</p>	<p><b>Request Absence</b></p>	<p><b>Absence Balances</b></p>
<p><b>Time Summary</b></p> <p>05/23/21 - 05/29/21</p> <p>No Time Reported</p>	<p><b>Exceptions</b></p> <p><b>0</b></p>	<p><b>View Requests</b></p>	<p><b>Cancel Absences</b></p>
<p><b>Payable Time</b></p> <p>Last Pay Period 05/01/21 - 05/15/21</p> <p>Total Hours <b>55 Hours</b></p> <p>Estimated Gross <b>885.658675 USD</b></p>		<p><b>Extended Absence Request</b></p>	<p><b>Leave Transfer</b></p>