

University of South Carolina
Time and Labor - ESS
View Holiday Comp Time Balances – 28 Day Police Employee

How to view holiday comp time balance for a 28 day police employee:

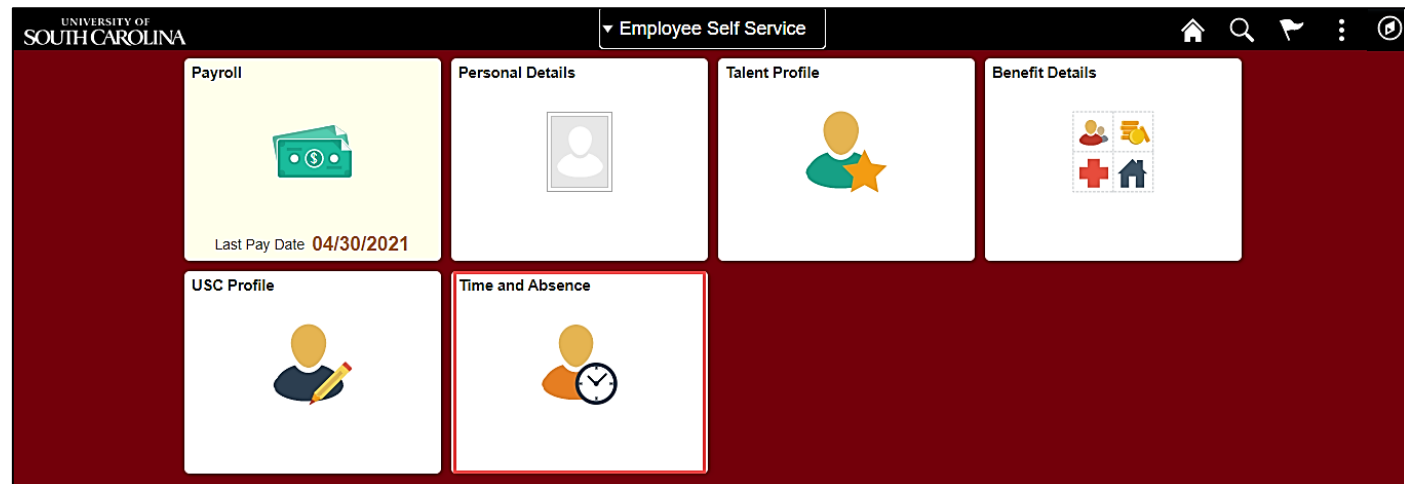
This job aid outlines how a 28 day police employee can view their comp and holiday comp time balances.

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

Processing Steps

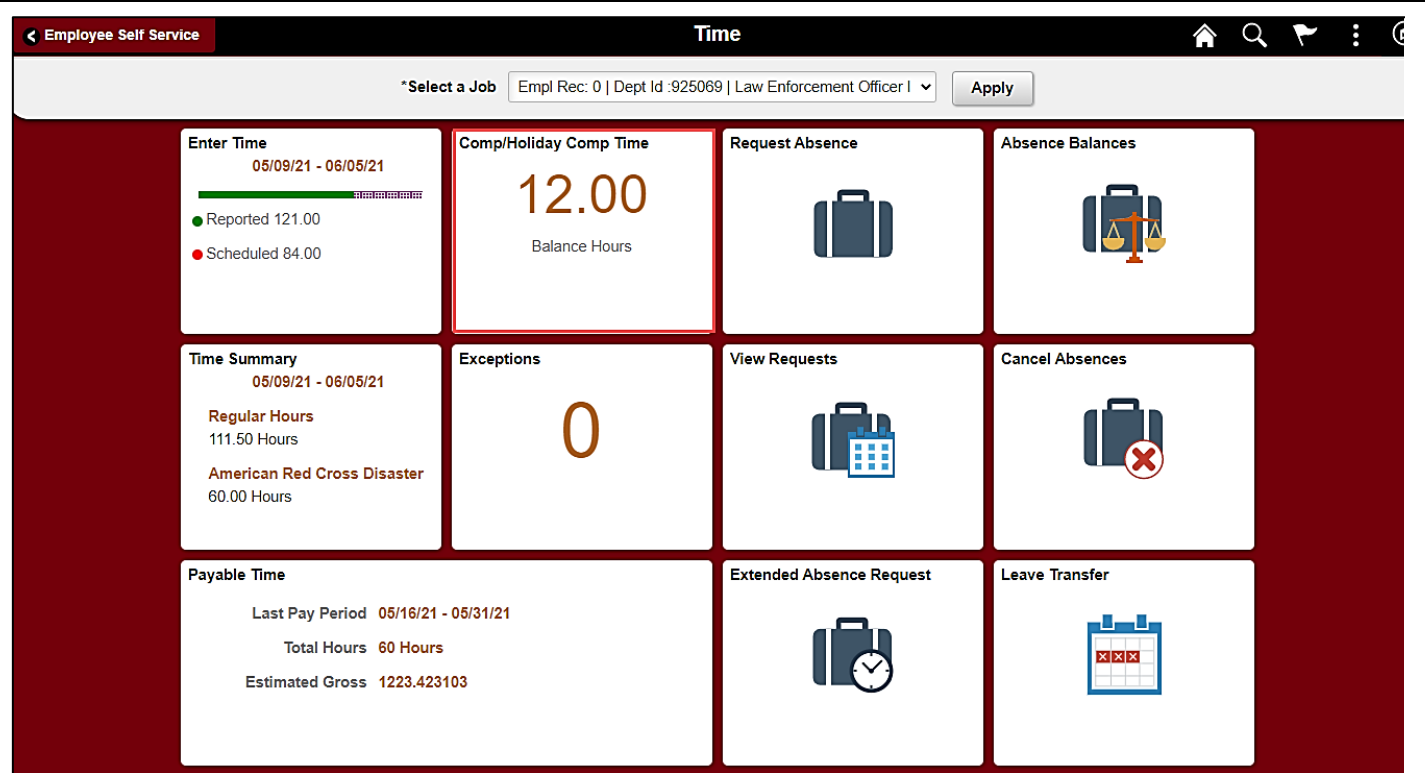
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots










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



Employee Self Service Time

*Select a Job

Enter Time 05/09/21 - 06/05/21  ● Reported 121.00 ● Scheduled 84.00	Comp/Holiday Comp Time <h1>12.00</h1> Balance Hours	Request Absence 	Absence Balances 
Time Summary 05/09/21 - 06/05/21 Regular Hours 111.50 Hours American Red Cross Disaster 60.00 Hours	Exceptions <h1>0</h1>	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/16/21 - 05/31/21 Total Hours 60 Hours Estimated Gross 1223.423103		Extended Absence Request 	Leave Transfer 

Step 3: To view additional Comp Time details, click the **POLNEHOL** tile. The employee in this scenario has earned holiday comp time but does not have any earned regular comp time. *A second tile would appear on this page detailing any regular comp time hours as applicable.

Note: The Expiration Period on the POLNEHOL 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'. Below the navigation bar, there is a dropdown menu for '*Job' set to 'Law Enforcement Officer I'. A red-bordered box highlights a 'POLNEHOL' tile with the following details: Plan Type: **Comp Time**, Recorded Balance: **12.00**, As of Date: **05/31/2021**, and Expiration Period: **Months 12**. The interface also includes standard mobile navigation icons (home, search, menu, refresh) in the top right corner.

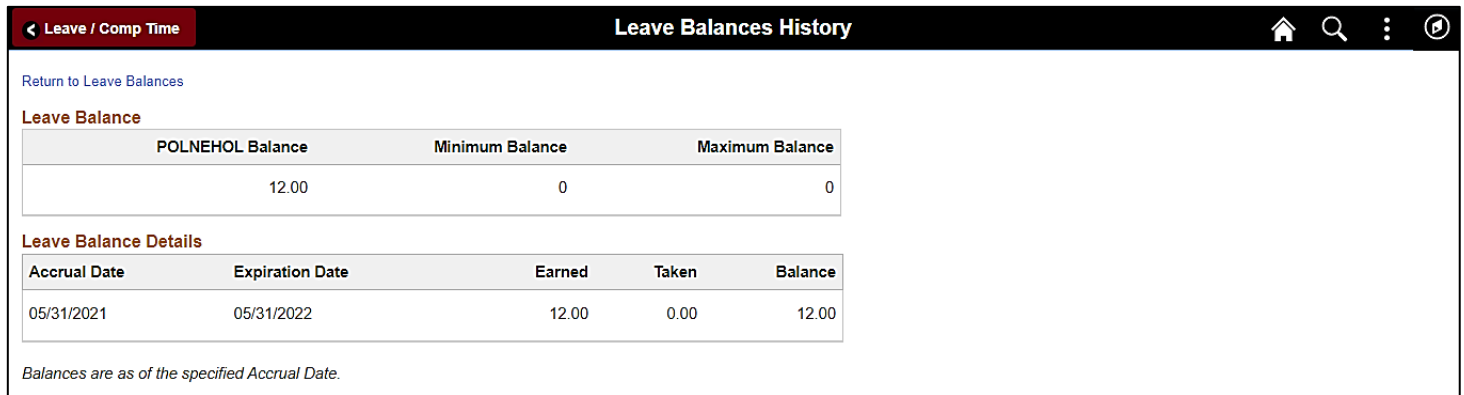
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Step 4: On the Leave Balances History page for Comp Time, you can see:

- 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](#)

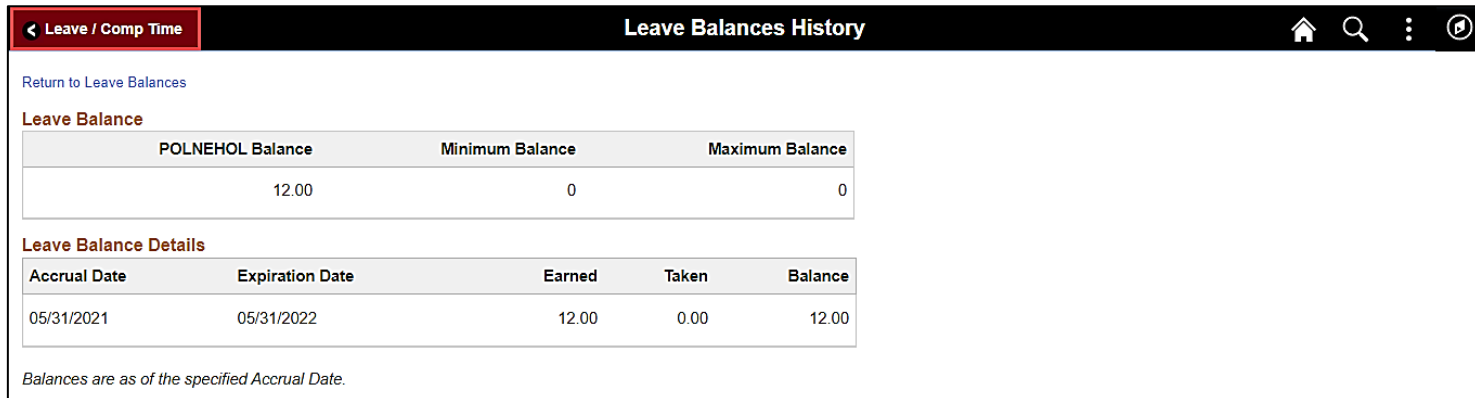
Leave Balance

POLNEHOL Balance	Minimum Balance	Maximum Balance
12.00	0	0

Leave Balance Details

Accrual Date	Expiration Date	Earned	Taken	Balance
05/31/2021	05/31/2022	12.00	0.00	12.00

Balances are as of the specified Accrual Date.



Leave Balances History

[Return to Leave Balances](#)

Leave Balance

POLNEHOL Balance	Minimum Balance	Maximum Balance
12.00	0	0

Leave Balance Details

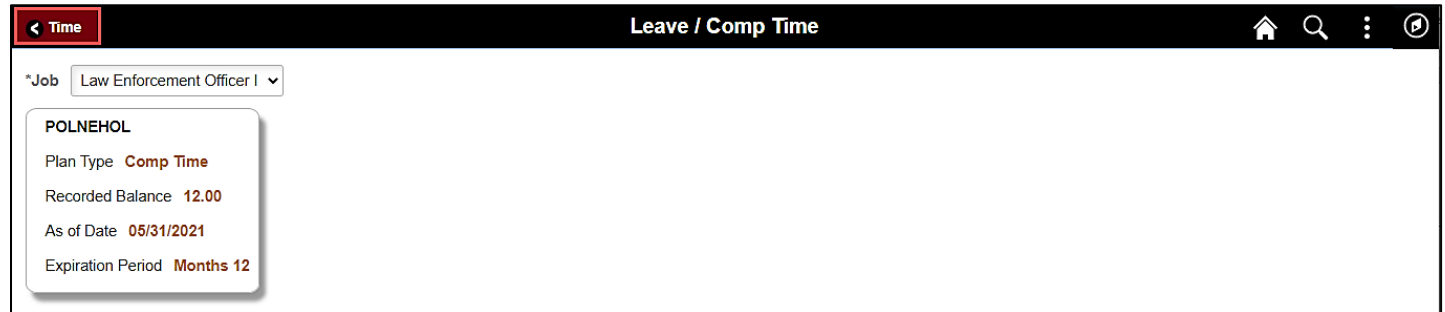
Accrual Date	Expiration Date	Earned	Taken	Balance
05/31/2021	05/31/2022	12.00	0.00	12.00

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.

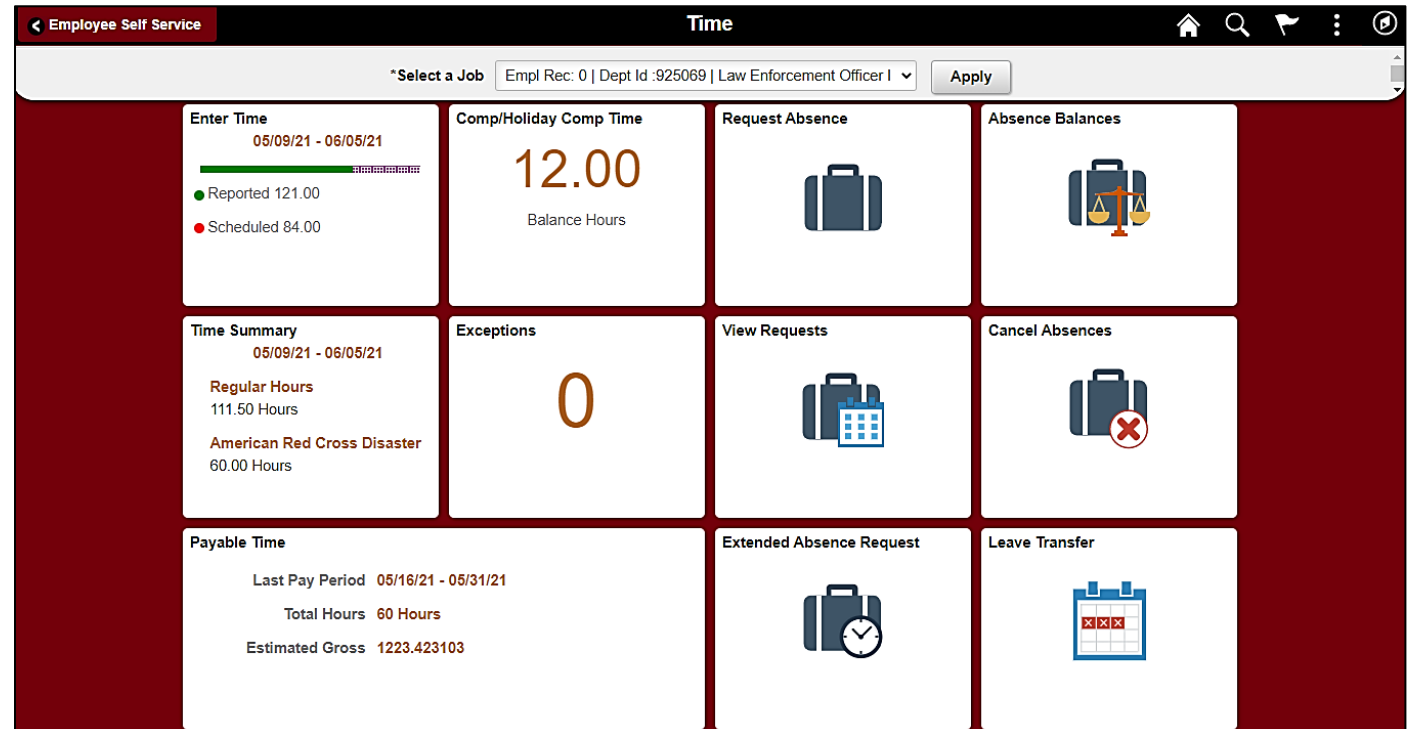
You successfully learned how to view your comp time balances as a 28 day police employee.



Time Leave / Comp Time

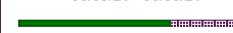





*Job Law Enforcement Officer I

POLNEHOL
Plan Type **Comp Time**
Recorded Balance **12.00**
As of Date **05/31/2021**
Expiration Period **Months 12**



Employee Self Service Time

*Select a Job Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I Apply

Enter Time 05/09/21 - 06/05/21  ● Reported 121.00 ● Scheduled 84.00	Comp/Holiday Comp Time <h1>12.00</h1> Balance Hours	Request Absence 	Absence Balances 
Time Summary 05/09/21 - 06/05/21 Regular Hours 111.50 Hours American Red Cross Disaster 60.00 Hours	Exceptions <h1>0</h1>	View Requests 	Cancel Absences 
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