

**How to view comp and holiday comp time balances:**

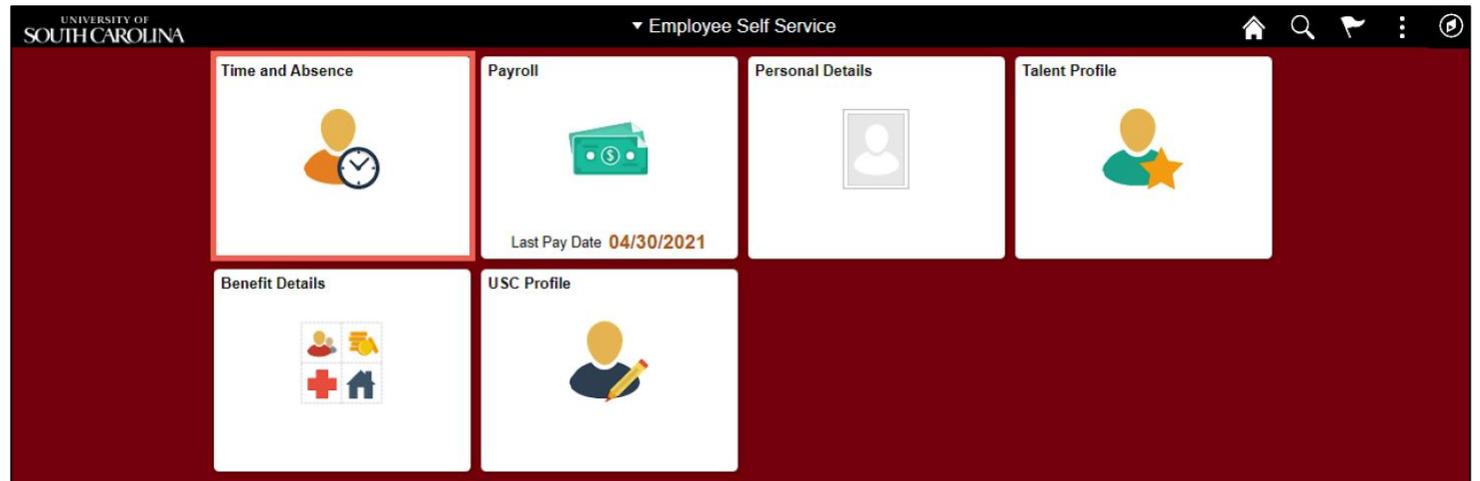
This job aid outlines how an employee can view comp and holiday comp time balances.

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

**Processing Steps**

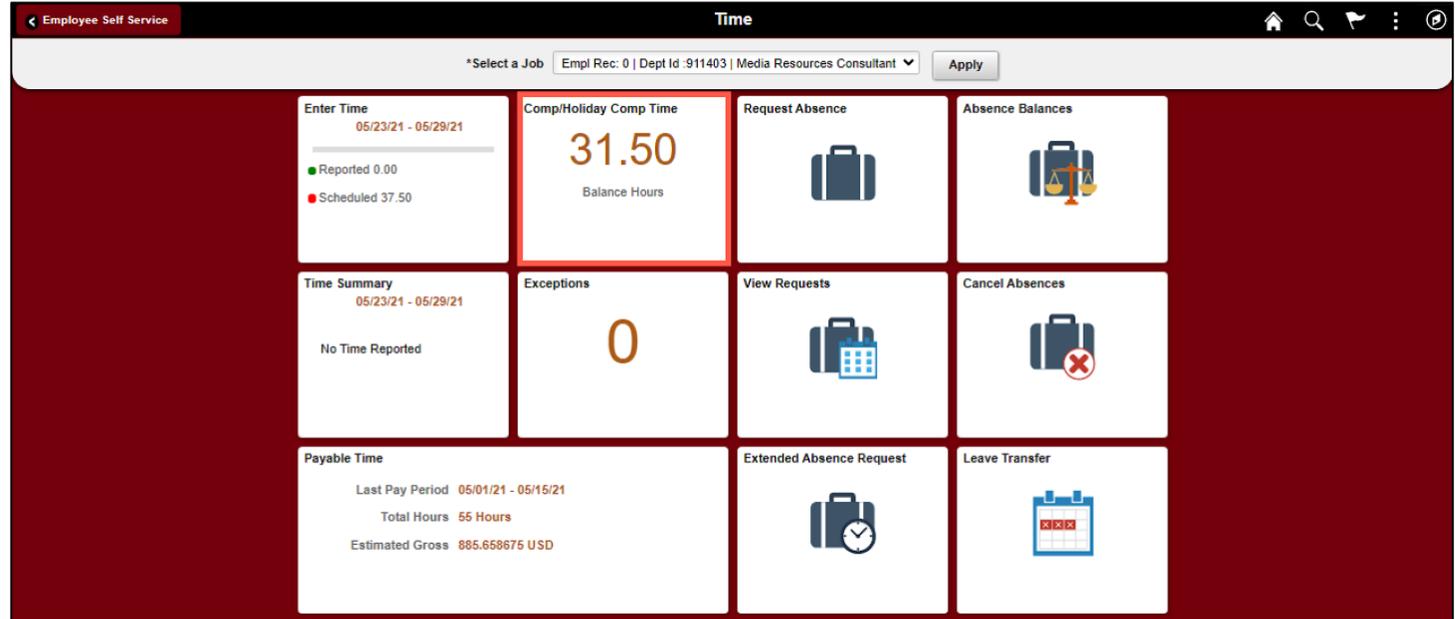
**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Screenshots**



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**Time and Labor - ESS**  
**View Comp/Holiday Comp Time Balances**

**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 interface includes a navigation bar with 'Employee Self Service' and 'Time' labels, along with search and navigation icons. A dropdown menu shows the user's job information: 'Empl Rec: 0 | Dept Id :911403 | Media Resources Consultant'. Below this, there are several functional tiles:

- Enter Time:** 05/23/21 - 05/29/21. Shows a progress bar with 'Reported 0.00' (green) and 'Scheduled 37.50' (red).
- Comp/Holiday Comp Time:** 31.50 Balance Hours. This tile is highlighted with a red border.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase with a scale.
- Time Summary:** 05/23/21 - 05/29/21. Shows 'No Time Reported'.
- 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 05/01/21 - 05/15/21. Total Hours 55 Hours. Estimated Gross 885.658675 USD.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.

**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)

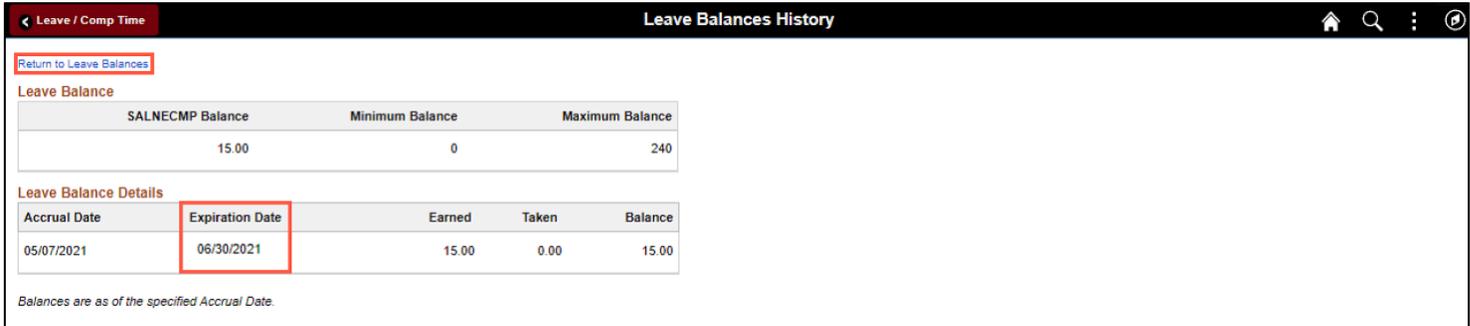
**Step 5:** To view Holiday Comp Time details, click the **Return to Leave Balances** link.



**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.

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**View Comp/Holiday Comp Time Balances**

**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)

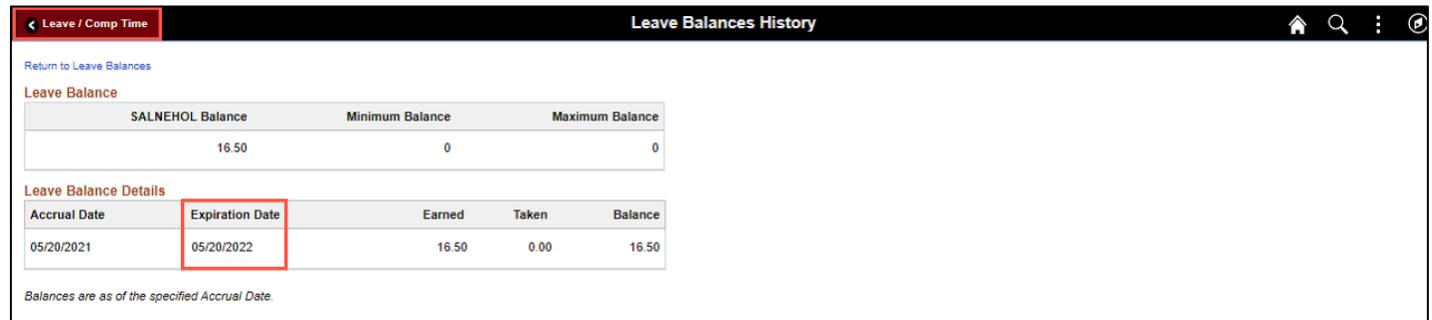
**Step 8:** Click the **Leave/Comp Time** tab.



**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 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.

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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.

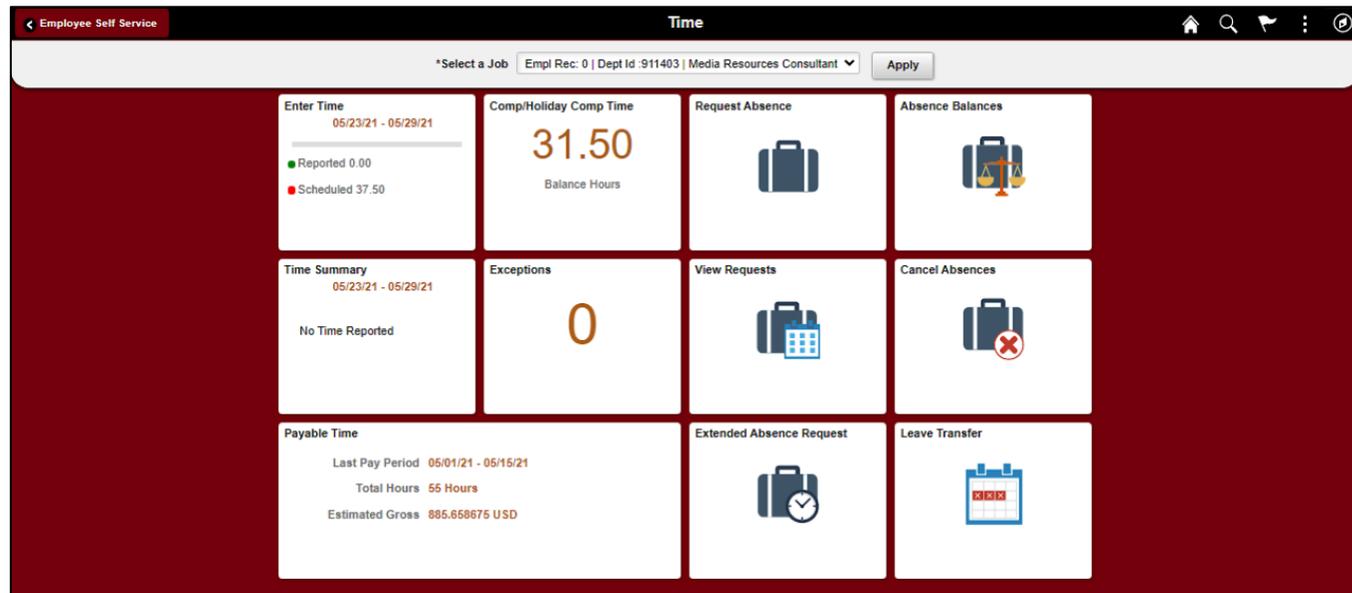
You successfully learned how to view your comp and holiday comp time balances.



**Leave / Comp Time**

\*Job: Media Resources Consultant

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

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

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