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.

**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.
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.
**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.