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

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**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

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
<td><img src="image1" alt="Screenshot" /></td>
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*View Comp and Holiday Comp Time Balances– Salary Non-Exempt Employee*  
May 2021
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.
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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.
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.