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

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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="image" alt="Screenshot of Employee Self Service" /></td>
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Step 2: Click the **Comp/Holiday Comp Time** tile, to view balance hours.
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.
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.
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.