How to view holiday comp time balance for an exempt employee:
This job aid outlines how an exempt employee can view holiday comp time balance.

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

![Image of Employee Self Service interface](image-url)
Step 3: To view additional Comp Time details, click the COMPLAN tile.

Note: The Expiration Period on the COMPLAN 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 holiday comp time balances as an exempt employee.