How to view leave and compensatory time for an employee:
This job aid outlines how a TL/ABS Approver can view leave and compensatory time for an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop-down arrow and select <strong>My Workplace</strong> from the list.</td>
<td><img src="Image1" alt="Choose Other Homepages" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td><img src="Image2" alt="Time and Absence Workcenter" /></td>
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Time and Absence Work center provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Work Centre include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.
Step 4: Click the Leave and Compensatory Time option from the list.

Step 5: To enter time for a specific employee, begin by clicking the Filter button.
Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.

Step 8: Click the **Employee Name/Title** line to view the Enter Time page.
**Step 9:** 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.

![Leave and Compensatory Time](image)

**Step 10:** 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 11:** To view Holiday Comp Time details, click the Return to Leave Balances link.
Step 12: 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 13: 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 14: Click the **View Leave and Compensatory Time** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

You successfully learned how to view leave and compensatory time for an employee.