

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.





Time and Absence Work center	K My Workplace	Time and Labor WorkCenter
provides a central area to access the	Scope C O	
most used time and absence related		
activities. It enables TL/ABS	✓ My Work	
Approvers to access various pages	Exceptions ~	
and keep multiple windows open	Reported Time	
while doing their daily work	- Linke	
while doing their daily work.	• Links	
be activities provided within the	Manage Time and Absence	
The activities provided within the	Leave Donations	
Ime and Absence WorkCentre	Extended Absences	
nclude Approving, Reporting,	✓ Queries	
viewing time and absence related	Time and Labor 🗸 🗸 🗸	11
transactions, queries, and reports.	Absence Manageent ~	
	✓ Reports/Processes	
Step 3: Click the Manage Time and		
Absence drop-down arrow.		



Ston 1: Click the Leave and	< My Workplace every / Comp Time
Companyation Time antion from the	
Compensatory Time option from the	▼ My Scope
list.	Vise filters to change the search oriteria or Get Employees to apply the default Manager Search Options.
	Exceptions
Step 5: To enter time for a specific	Allowable Exception
employee, begin by clicking the Filter	Fix Exception
hutton	Approvals 🗸
button.	Reported Time
	Approve Time and Absence
	Approve Reported Time
	Approve Multiple Absence Requests
	Manage Time and Absence 🗸 🔢
	Timesheet
	Payable Time Summary
	Payable Time Detail
	Leave and Compensatory Time
	Request Absence
	Vew Absence Requests
	Absence Balances



	∠ My Workplace	Leave / Comp Time 😭 🔾 🗄 🙆	
Step 6: To find a specific employee,	Scope C 🗘	Leave / Comp Time	
enter their USCID in the Employee ID	▼ My Scope	Use filters to change the search orders or Get Enclosees to anoly the default Manager Search Options	
field. As you begin entering the ID.	- My Work	Get Employees Filter	
employee names populate below	Exceptions		
	Allowable Exception		
	Fix Exception	Cancel Filters Done	
Step 7: Click Done to move on to the	Approvals 🗸	Time Reporter Group Q	
Enter Time page.	Reported Time (4)	Employee ID X Q	
	✓ Links	Emd Record 9	
	Approve Time and Absence		
	Approve Reported Time	Last Name Q	
	Approve Multiple Absence Requests	First Name Q	
	Timesheet	Department Q	
	Payable Time Summary	Supervisor ID	
	Payable Time Detail	auperman to series	
	Leave and Compensatory Time	Number Q	
	Weekly Time Calendar		
	Request Absence	Reset	
	View Absence Requests		
	My Workplace	Leave / Comp Time 🔊 🔾 🗄 🕢	
Step 8: Click the Employee	Scope C O	Title Long	
Name/Tile line to view the Enter	 My Scope 	Select Employee 1 row	
Time page.	→ My Work		
	Exceptions	Name/Title Exceptions Hours to be Approved	
	Allowable Exception		
	Fix Exception		
	Approvals 🗸	v .	
	Reported Time 4		



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.	< My Workplace Scope ✓ My Scope ✓ My Work Exceptions ✓ Allowable Exception Fix Exception Fix Exception Approvals ✓ Reported Time ✓ Links	Leave Balances Image: Comp Time Recorded Balance 3.00 As of Date 06/14/2021 Expiration Period Days 35	Previous Next
 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. 	< My Workplace Scope My Scope My Scope My Work Exception Fitx Exception Fitx Exception Approvals C Links Approve Time and Absence	Leave Balances Ceave Balance Addicidation Considerate Pathe to Lave Balance SALNECMP Balance Minimum Balance 3:00 0 240 Leave Balance Details Accrual Date Expiration Date Expiration Date Balance 05:14:20:1 8:30:21 3:00 0:00 3:00 Balances are as of the specified Accrual Date. Expiration Date Expiration Date Expiration Date	



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.	My Workplace Scope My Scope My Scope My Work Exception Fix Exception Fix Exception Fix Exception Reported Time	Administrative Coordinator I Administrative Coordinator I Return to Selicet Employee SALNECMP Plan Type Comp Time Recorded Balance 3.00 As of Date 05/14/2021 Expiration Period Days 38	NEHOL Type Comp Time orded Balance 7.50 of Date 06/31/2021 iration Period Months 12	Leave / Comp 1	lime	2	Previous Next 😩
 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) 		Leave Balances Administrative Coordinator I Return to Lawe Balances Leave Balance SALNEHOL Balance 7.50 Leave Balance Details Accrual Date Expiratio 05/31/2021 05/31/2021 Balances are as of the specified Accrual	Minimum Balance 0 0 1 Date 2 7.50 Date.	eave Balances Maximu Taken 0.00	History um Balance 0 Balance 7.50		A Q :

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Step 14: Click the View Leave and	Scope			Lea	ive Balance	es History	
Compensatory Time tab to search for	 My Scope 	Leave Balances					
another employee or move on to	▼ My Work	Administrative Return to Leav	Coordinator I ve Balances				
another task that you need to	Excentions	Leave Balance					
complete within the Time and	Allowable Exception	SA	LNEHOL Balance	Minimum Balance	Maxi	mum Balance	
Absence Workcenter	Fix Exception	-	7.50	0		0	
	Approvals	Leave Balance Deta	ils				
	Reported Time (4)	Accrual Date	Expiration Date	Earned	Taken	Balance	
	✓ Links	05/31/2021	05/31/2022	7.50	0.00	7.50	
	Approve Time and Absence	Balances are as of the	specified Accrual Date.				
	Approve Reported Time						
	Approve Multiple Absence Requests						
	Manage Time and Absence 🗸						
	Timesheet						
	Payable Time Summary						
	Payable Time Detail						
	Leave and Compensatory Time						
	Weekly Time Calendar	_					
	Request Absence	_					
	View Absence Requests	_	Ν				
	Absence Balances		Ьŝ				
You successfully learned how to view							
leave and compensatory time for an							
employee							
employee.							