How to view leave and compensatory time for an employee:
This job aid outlines how a manager can view leave and compensatory time for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

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<th>Processing Steps</th>
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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>Manager Self Service</strong> from the list.</td>
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<tr>
<td><img src="image1.png" alt="Step 1" /></td>
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<tr>
<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
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<td><img src="image2.png" alt="Step 2" /></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 managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence WorkCentre 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.

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