

# 9.2 View Self Service Comp Time Balance

Purpose: Use this document as a reference for viewing comp time balances in Self Service in ctcLink.

Audience: Employees

## View Self Service Comp Time Balance

Navigation: HCM Employee Self Service > Time Reporting > View Time > Time

- 1. The **Time** page displays.
- 2. On the left hand menu, select **Leave / Comp Time**.
- 3. **Leave Type**(i.e. Comp Time Plan) and any existing balance displays.
  - Select the (>) on the right hand side of the screen to see additional details.

Leave Balances		
Leave Balances Summary (In Hours)		
Leave Type	Balance	Maximum Balance
WFSECMP	0.00	160
		>

- 4. The Leave Balance Details section displays.

## Leave Balances

[Return to Leave Balances](#)

### Leave Balance

WFSECMP Balance	Minimum Balance	Maximum Balance
0.00	0	160

### Leave Balance Details

Accrual Date	Earned	Taken	Balance
06/30/2017	0.00	0.75	0.00
02/21/2017	0.00	0.50	0.00
01/13/2017	0.00	2.50	0.00
10/13/2016	2.25	0.00	0.00
10/02/2016	1.50	0.00	0.00
06/30/2016	0.00	1.25	0.00

*Balances are as of the specified Accrual Date.*

5. Process complete.