

# Viewing Compensatory Time

**Purpose:** Use this document as a reference for viewing comp time for employees in ctcLink.

**Audience:** Time and Labor Administrator

 You must have at least one of these local college managed security roles:

- ZD TL Admin View Time

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation:** Menu > Time and Labor > View Time > Compensatory Time

1. In the **Employee Selection Criteria** section, enter the **Employee ID**. (If no value is entered in the lookup fields, then all applicable employees will be returned).
2. Select the **Get Employees** button.
3. The Compensatory Time page displays.
4. The following fields are displayed for the selected employee:
  - **Employee ID**
  - **Employment Record**
  - **Job Title**
  - **Comp Time Off Plan**

 If the employee is not entered into any Comp Time Off Plan they will not return in the search results.

The **Balance at Start of Day** will inform the admin how much unused Comp Time the employee has.

Balances never expire, but should be bought out approximately yearly for the fiscal year end.

**End of procedure.**

## Video Tutorial

The video below demonstrates the process actions described in steps listed below. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial via Panopto

View the external link to [Viewing Compensatory Time](#). This link will open in a new tab/window.