

Viewing Compensatory Time

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

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.