

ESS Compensatory Time - Leave Balances (Fluid)

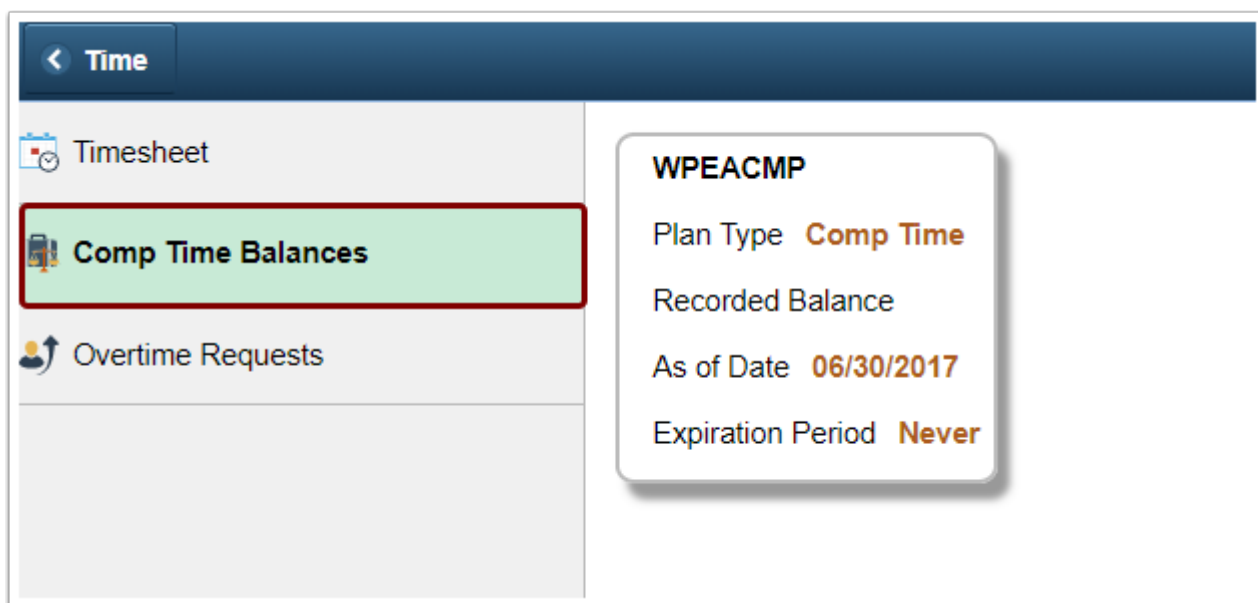
Purpose: Use this document as a reference for viewing Compensatory Time for employees in ctcLink.

Audience: Employees

ESS Compensatory Time - Leave Balances

Navigation: HCM Employee Self Service (homepage) > Time tile > CTC Time tile

1. The **Time** home page displays.
2. Select the **CTC Time** tile.
3. The **CTC Time** page displays.
4. The **Compensatory Time Plan** that the employee is associated with will display, along with the current available balance of accrued comp time.



5. Select the tile in the page to be taken to more details about Comp Time.

Leave Balances

Leave Balances Summary (In Hours)

Leave Type	Balance	Maximum Balance
WPEACMP	0.00	160 >

6. The **Leave Balance Details** section will display the history of comp time usage for the employee.

Leave Balances

[Return to Leave Balances](#)

Leave Balance

WPEACMP Balance	Minimum Balance	Maximum Balance
0.00	0	160

Leave Balance Details

Accrual Date	Earned	Taken	Balance
06/30/2017	0.00	3.00	0.00
06/03/2017	3.00	0.00	3.00

Balances are as of the specified Accrual Date.

The process to view comp time - leave balances is now complete.

End of procedure.