

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
WFSECOMP	0.00	160

4. The Leave Balance Details section displays.

Leave Balances

[Return to Leave Balances](#)

Leave Balance

WFSECOMP 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.