

**University of South Carolina**  
**Time and Labor – MSS**  
**View Leave and Compensatory Time**

**How to view leave and compensatory time for an employee:**

This job aid outlines how a manager can view leave and compensatory time for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

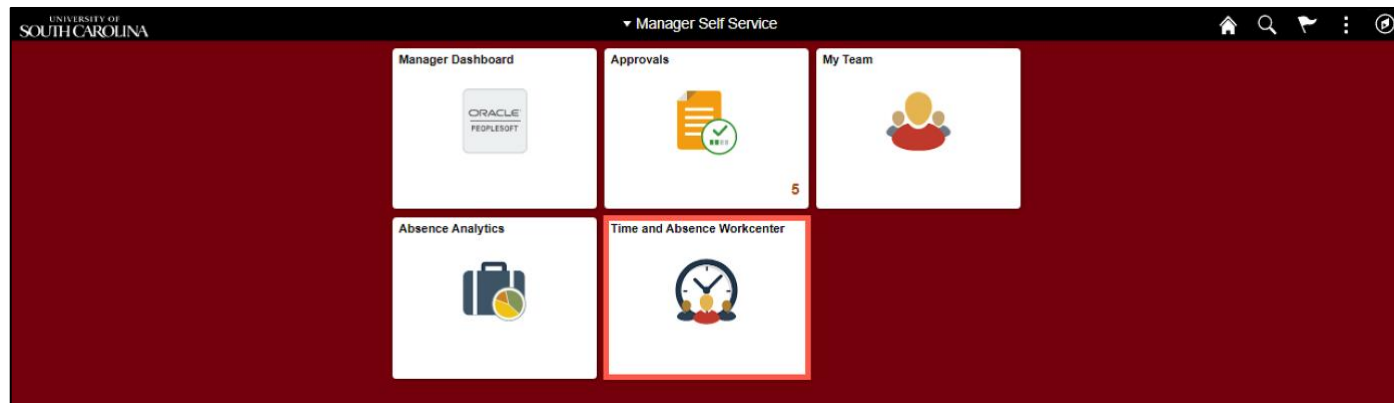
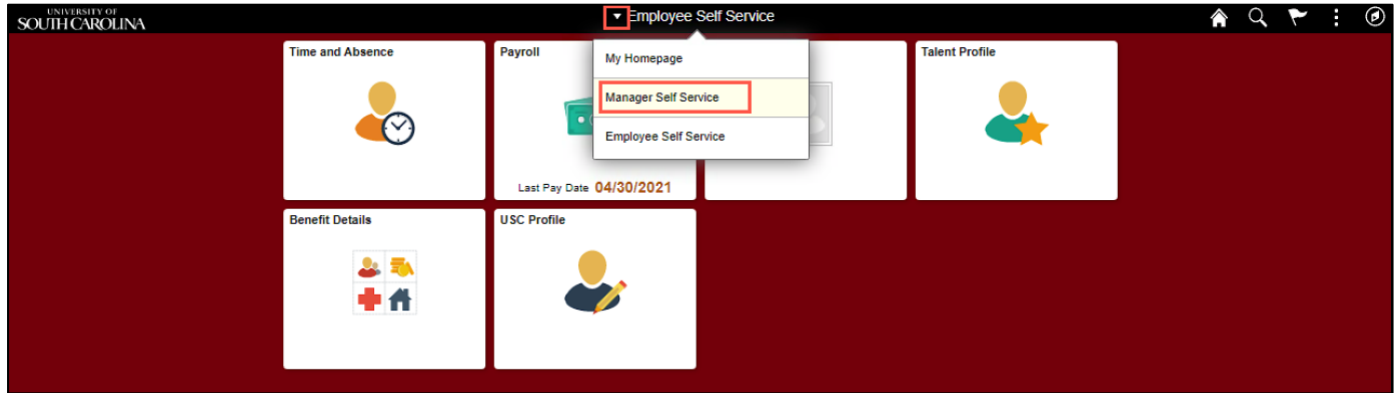
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

**Screenshots**

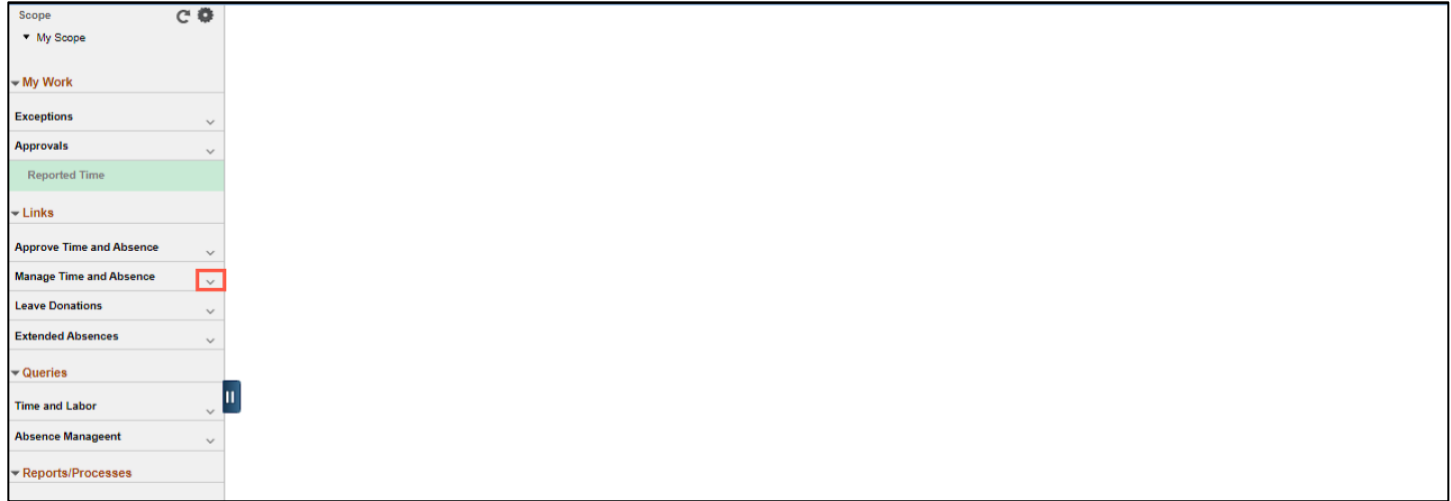


**Time and Absence Work center**

provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

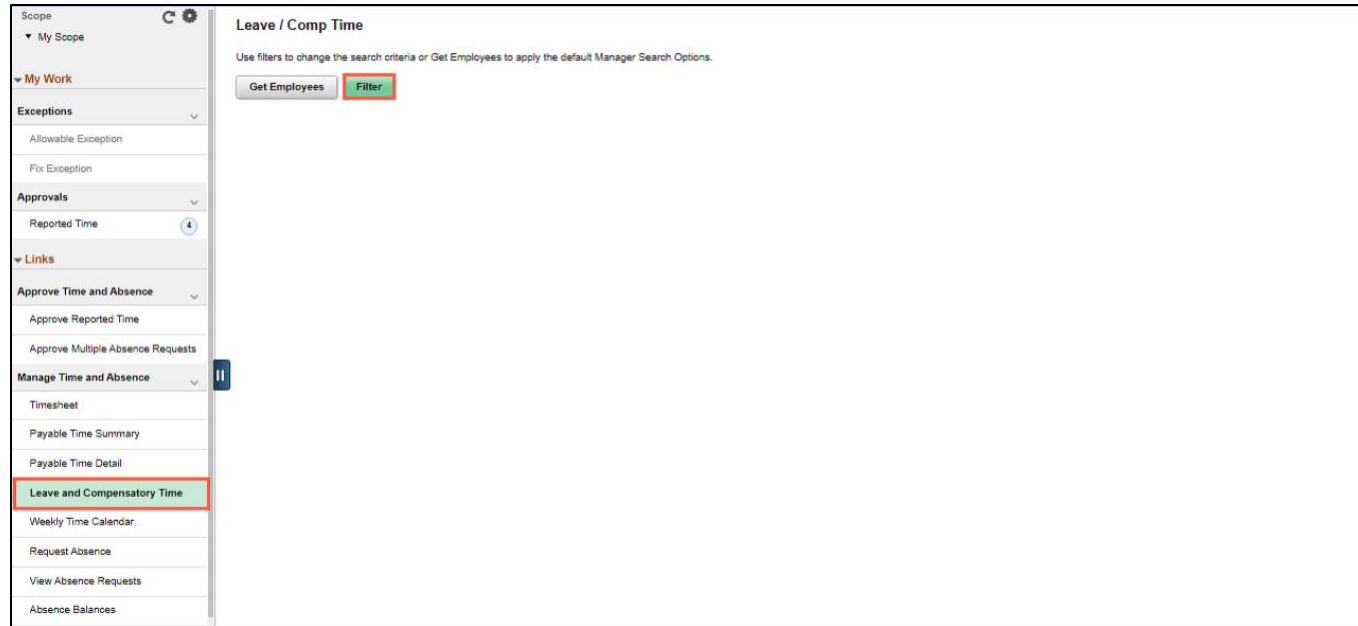
The activities provided within the Time and Absence WorkCentre include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



**Step 4:** Click the **Leave and Compensatory Time** option from the list.

**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.

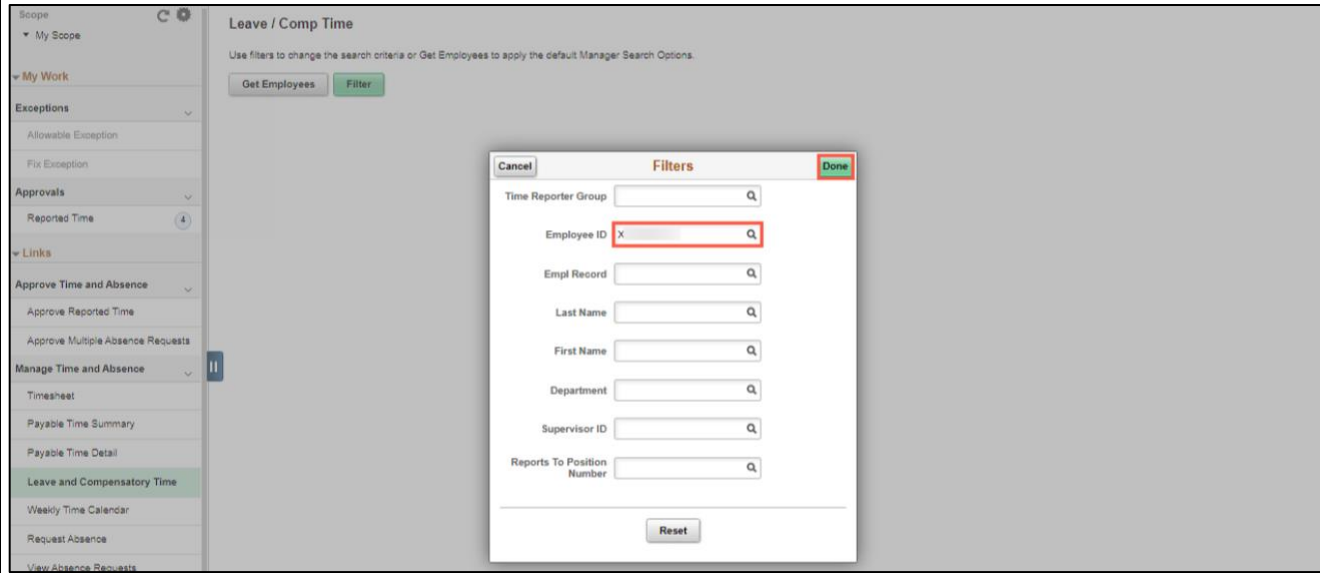


The screenshot displays the 'Leave / Comp Time' interface. On the left, a sidebar menu lists various options, with 'Leave and Compensatory Time' highlighted in a red box. The main content area, titled 'Leave / Comp Time', includes a sub-header and two buttons: 'Get Employees' and 'Filter', with the 'Filter' button highlighted in a red box. The interface also shows a 'Scope' dropdown menu and a 'My Work' section.

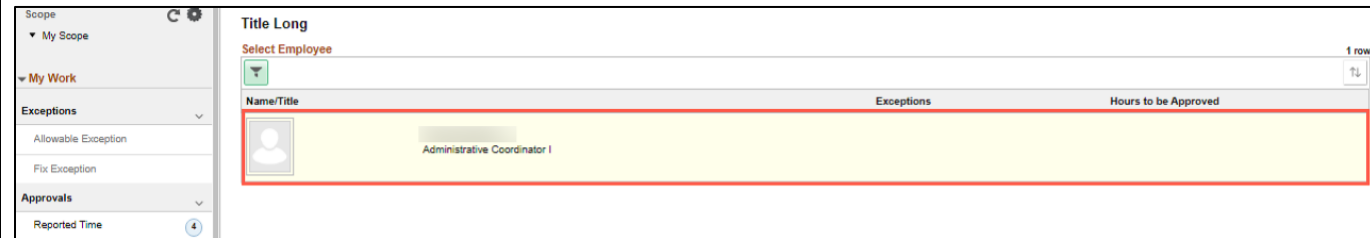
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**Step 6:** To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

**Step 7:** Click **Done** to move on to the Enter Time page.



**Step 8:** Click the **Employee Name/Tile** line to view the Enter Time page.



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**Step 9:** To view additional Comp Time details, click the **SALNECMP** tile.

Notice the expiration period of 36 days indicating that comp time will be paid out at fiscal year-end, June 30.

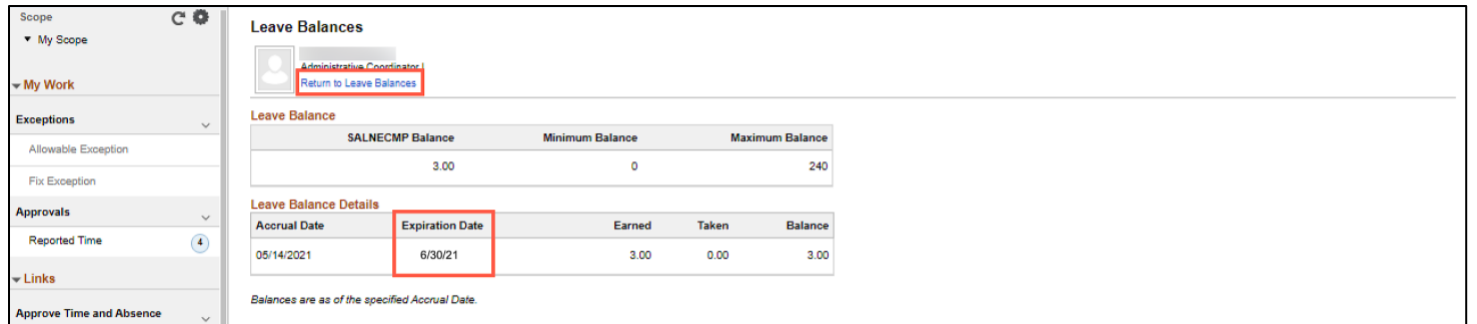


The screenshot shows the 'Leave Balances' interface for an Administrative Coordinator I. It features two main tiles: SALNECMP and SALNEHOL. The SALNECMP tile is highlighted with a red box and displays the following information:

Plan Type	Comp Time
Recorded Balance	3.00
As of Date	05/14/2021
Expiration Period	Days 36

**Step 10:** On the Leave Balances History page for Comp Time (SALNECMP), you can see:

- Maximum Balance
- Earned Balance
- Taken Balance
- Total Balance
- Expiration Date (This will always be June 30 for Comp Time)



The screenshot shows the 'Leave Balances History' page for SALNECMP. It includes a 'Leave Balance' summary table and a 'Leave Balance Details' table. The 'Expiration Date' in the details table is highlighted with a red box.

SALNECMP Balance	Minimum Balance	Maximum Balance
3.00	0	240

Accrual Date	Expiration Date	Earned	Taken	Balance
05/14/2021	6/30/21	3.00	0.00	3.00

**Step 11:** To view Holiday Comp Time details, click the **Return to Leave Balances** link.

**Step 12:** To view additional Holiday Comp Time details, click the **SALNEHOL** tile.

Notice the expiration period of 12 months indicating holiday comp time expires 1 year from the earn date.



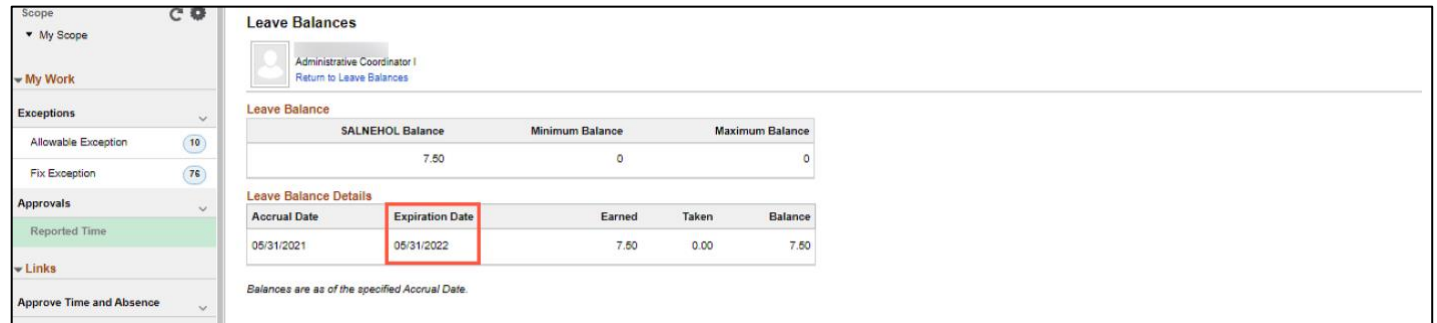
**Leave Balances**

Administrative Coordinator I  
[Return to Select Employee](#)

Plan Type	Comp Time
SALNECMP	SALNEHOL
Recorded Balance	Recorded Balance
3.00	7.50
As of Date	As of Date
05/14/2021	05/31/2021
Expiration Period	Expiration Period
Days 36	Months 12

**Step 13:** On the Leave Balances History page for Comp Time (SALNECMP), you can see:

- Maximum Balance
- Earned Balance
- Taken Balance
- Total Balance
- Expiration Date (This will always be 1 year from the earn date)



**Leave Balances**

Administrative Coordinator I  
[Return to Leave Balances](#)

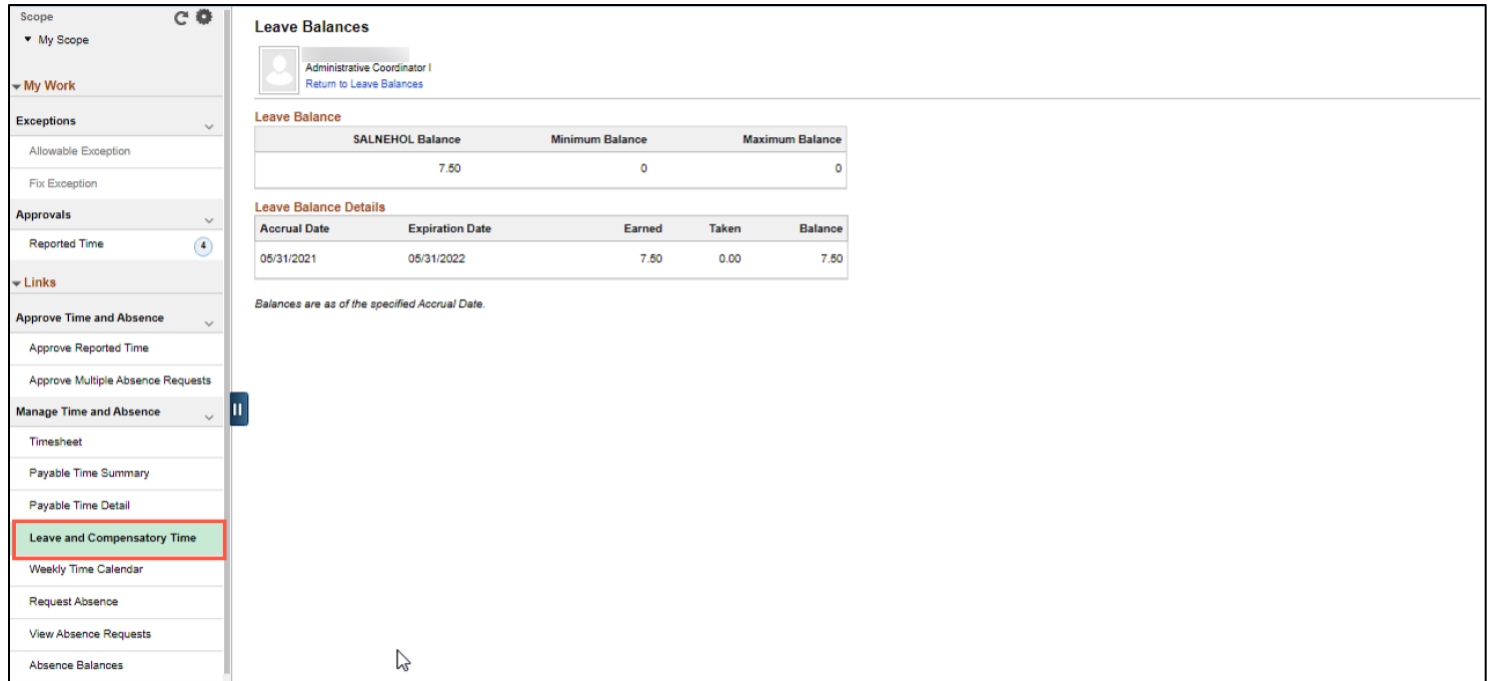
SALNEHOL Balance	Minimum Balance	Maximum Balance
7.50	0	0

**Leave Balance Details**

Accrual Date	Expiration Date	Earned	Taken	Balance
05/31/2021	05/31/2022	7.50	0.00	7.50

*Balances are as of the specified Accrual Date.*

**Step 14:** Click the **View Leave and Compensatory Time** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.



**Leave Balances**

Administrative Coordinator I  
[Return to Leave Balances](#)

SALNEHOL Balance	Minimum Balance	Maximum Balance
7.50	0	0

**Leave Balance Details**

Accrual Date	Expiration Date	Earned	Taken	Balance
05/31/2021	05/31/2022	7.50	0.00	7.50

*Balances are as of the specified Accrual Date.*

You successfully learned how to view leave and compensatory time for an employee.