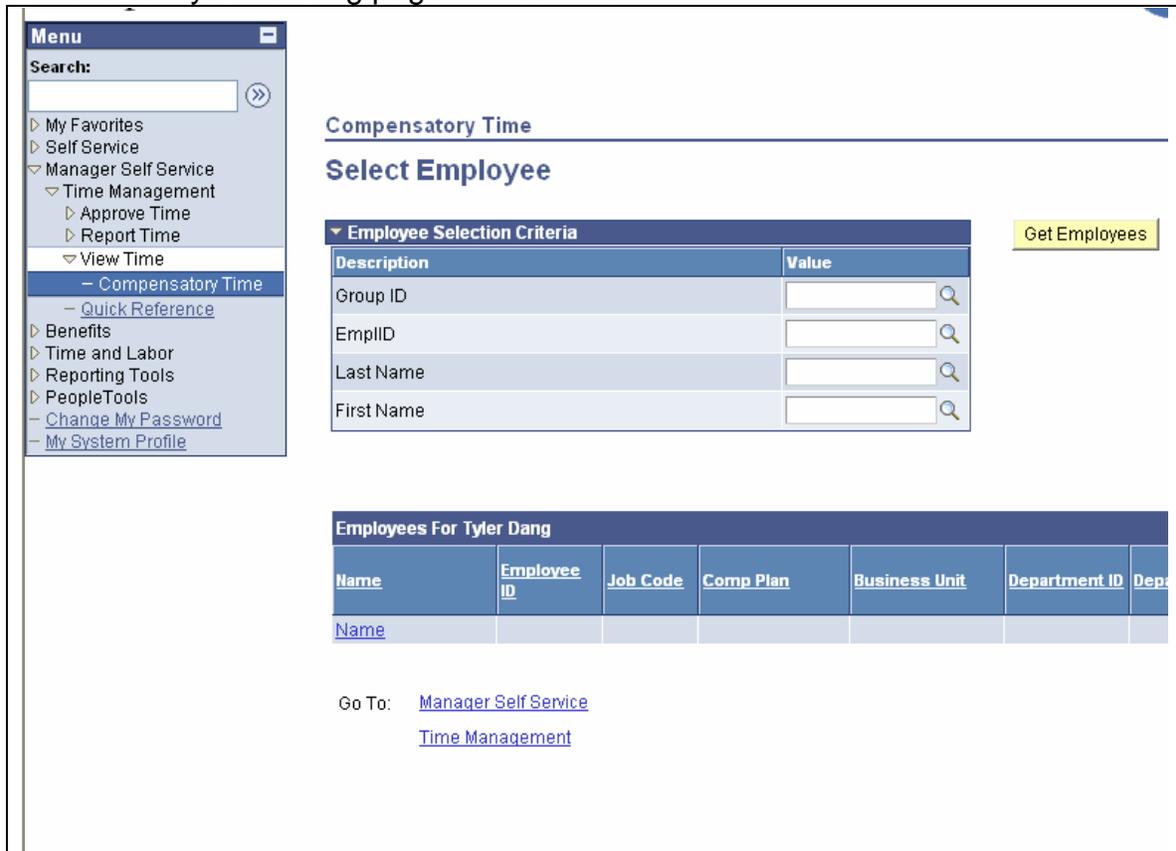


## View Comp Time on your Employees

Go to: [Manager Self Service](#) > [Time Management](#) > [View Time](#) > [Compensatory Time](#)



This is how your landing page will look like:



1. Once on the landing page, you may search your employee(s) with 4 options:
  - **By Group ID** – Use this option if you wish to pull everyone your employees who are in this group. Then you may select individuals from the return list. If you do not know your group ID, see your timekeeper.

- **By Employee ID** – Use this option if you wish to select one individual at a time. Don't forget to put the 4 leading zeros.
  - **By Last Name** – Use this option if you wish to pull your employees who have this last name. **This is case sensitive**. Use upper case for the first letter and then the rest with lower case. For example: SMITH should be "Smith".
  - **By First Name** - Use this option if you wish to pull your employees who have this last name. **This is case sensitive**. Use upper case for the first letter and then the rest with lower case. For example: LAURA should be "Laura".
2. Once you have entered a value in one of the options, it will display the list of return values:

### Compensatory Time

#### Select Employee

Employee Selection Criteria	
Description	Value
Group ID	FICEX <input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Get Employees

Employees For Tyler Dang						
Name	Employee ID	Job Code	Comp Plan	Business Unit	Department ID	Department Description
<a href="#">Crystal Graham</a>	000046461	223901	EXECLEAVE	KCBUS	16822	Contracts Procurement-P/C
<a href="#">Kenneth Curl</a>	000046871	224001	EXECLEAVE	KCBUS	16822	Contracts Procurement-P/C
						Contracts Procurement

3. Select the employee that you wish to view the balance

## Compensatory Time

Job Title: Contract Specialist II      EmplID:  
Empl Rcd Nbr: 0

### Comp Time Balance Summary

**Today's Date:** 09/14/2007  
**Balance at Beginning of Today:** 0.000000      **Hours**  
**Compensatory Time Off Plan:** EXECLEAVE  
**Show Time Expiring in:**

### Comp Time Detail

Expiration Date	Number of Hours Expiring	Balance at End of Day
	0.000000	0.000000

[Return to Select Employee](#)     

Go To: [Manager Self Service](#)  
[Time Management](#)

4. The balance is as of the current date.