

How Do I View My Compensatory Time Balance?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Time** tile.
4. On the **Time** page, click the **Absence Balances** link.

View the Balances by Type

5. On the **Balances** page, review the listing of balances for various types of absences; locate the item entitled "**CompTime Balance.**" NOTE: The page only lists leave types applicable to the employee; some leave types may not be displayed in the listing. Consult your Payroll Administrator if the listing appears incomplete.
6. Review the **As of Date** associated with the information and determine whether any additional hours have been earned, but are not reflected in the page information.
7. Click the < **button** on the blue **NavBar**.

Complete the Task/Sign Out of Application

8. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



9. Click the **Sign Out** option in the listing.