

How Do I View My Comp Time Balance?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click **Absence Balances**.
4. On the **Balances** page, all of your various Absence Balances are listed.
You will only see balance absence types that apply to you.
5. Locate your Compensatory Time Balance, which is labeled **Comptime Balance** on this page.
6. Note that the hours are current as of the date reflected. The balance does not reflect absence hours earned or taken, which have not yet been processed.

