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.