

Comp Time Balance Adjustment

Timekeepers can make any necessary Comp Time balance adjustment on employee's timesheet.

View Comp Time Balance

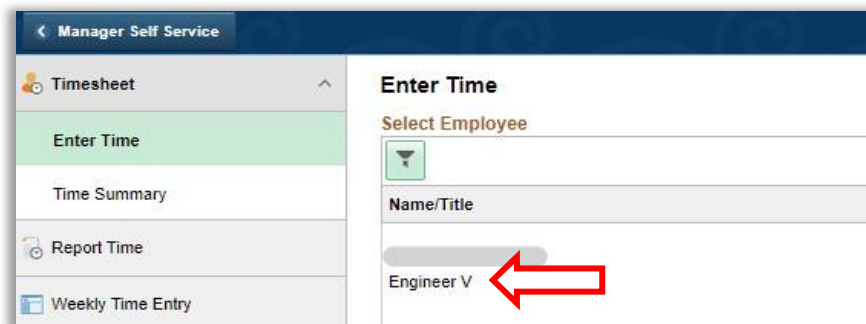
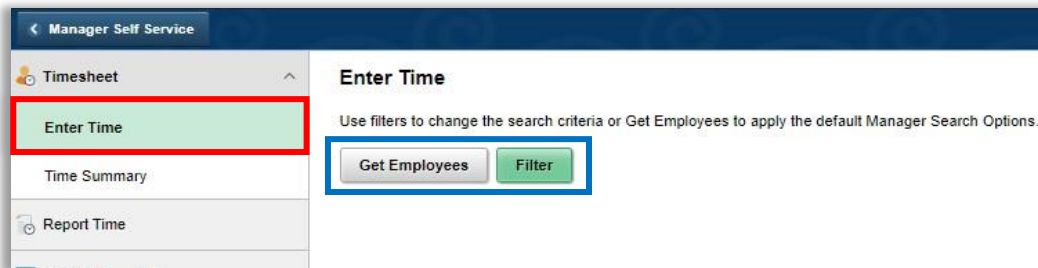
- *Time and Labor> View Time> Compensatory Time*
- *Manager Self Service> Time Management> View Time> Compensatory Time*

1. Navigate to *Manager Self Service> Team Time*

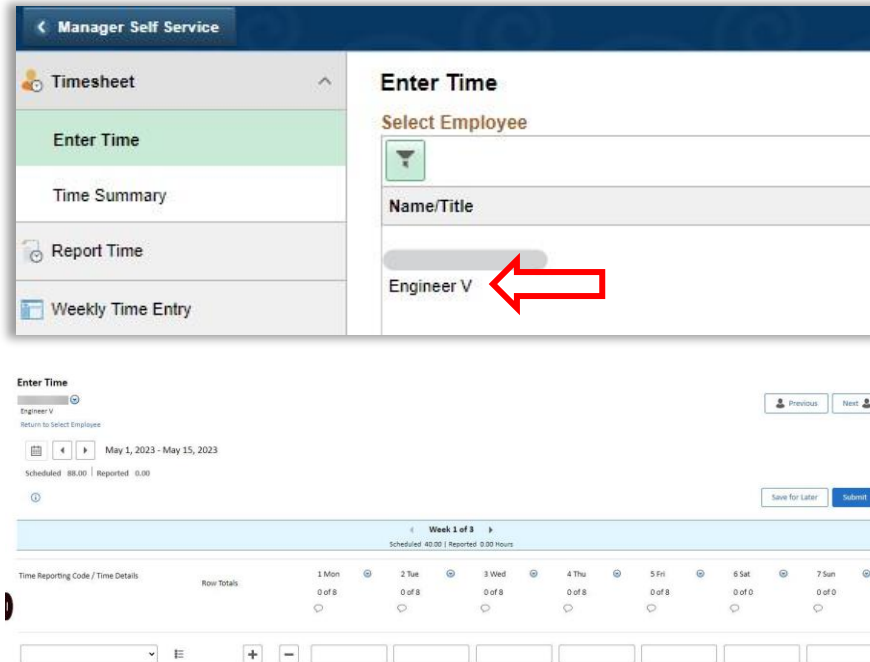


2. On the **Enter Time** page, search for employee using the following options:

- Get Employees
- Filter



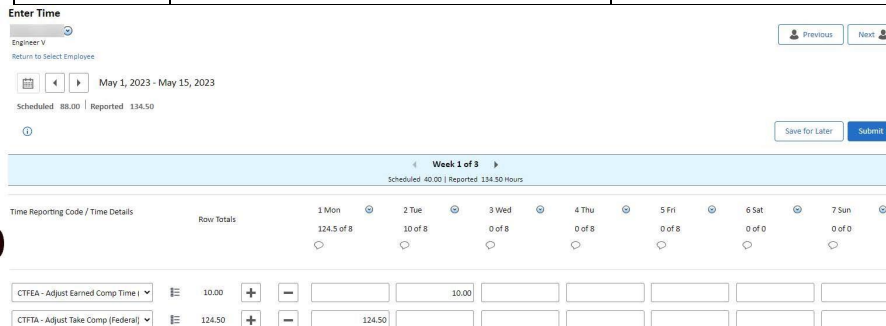
3. Select **Employee** to open the timesheet



4. Use the following TRCs to make Comp Time balance adjustments


- Note: You may use the first day of the period to enter the adjustment (the date is not so important).

TRC	Description	Notes
CTFEA	Adjust Earned Comp Time (Fed)	Increase Balance
CTFTA	Adjust Take Comp (Federal)	Reduce Balance
CTZEA	Adjust Earned Comp Time (State)	Increase Balance
CTZTA	Adjust Take Comp Time (State)	Reduce Balance







The CTFEA entry will increase the Comp Time Federal balance by 10 hours
 The CTFTA entry will reduce the Comp Time Federal balance by 124.50 hours


5. *Optional but highly suggested to Add a Comment in the event users may need to
 - Click the **Comment** icon.



◀ Week 1 of 3 ▶
 Scheduled 40.00 | Reported 134.50 Hours

Time Reporting Code / Time Details	Row Totals	1 Mon	2 Tue	3 Wed
		124.5 of 8	10 of 8	0 of 8
				

CTFEA - Adjust Earned Comp Time | 

CTFTA - Adjust Take Comp (Federal) | 

10.00

124.50

+

+

-

-

124.50




10.00

- Add **Comment** the Click **Done**

Cancel
Time Reporting Comments

Apply
Done

1 row






*Date Under Report	*Time Reporting Code	Comment
1 03/08/2021	CTFTA	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Add comment here</div> <div style="margin-left: 10px;"> <div>+</div> <div>-</div> </div>

6. Click **Submit**

Enter Time
 Engineer V
[Return to Select Employee](#)

Previous
Next











May 1, 2023 - May 15, 2023


Scheduled 88.00
Reported 134.50

Save for Later
Submit

◀ Week 1 of 3 ▶
 Scheduled 40.00 | Reported 134.50 Hours

Time Reporting Code / Time Details	Row Totals	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun
		124.5 of 8	10 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0
								

CTFEA - Adjust Earned Comp Time | 

CTFTA - Adjust Take Comp (Federal) | 

10.00

124.50

+

+

-

-

124.50

10.00

Note: The Comp Time balance adjustment updates instantly once submitted.

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