

## **Travel Comp Time Balance Adjustment**

# **Timekeepers** can make any necessary Travel 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

Ma	anager Self Service 🔻			< 2 of 2 >
0	Assign Work Schedule	Approvals	Delegations	Team Time

- 2. On the Enter Time page, search for employee using the following options:
  - Get Employees
  - □ Filter

Manager Self Service	
🕹 Timesheet 🔷	Enter Time
Enter Time	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
Time Summary	Get Employees Filter
🐻 Report Time	
	1



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

	nployee	Select E		Enter Time
	tle			
		Name/Ti	гу	Time Summary
				Beport Time
		Engineer	Entry	📄 Weekly Time E
Save for Later Su			May 15, 2023	rr Time rer V to Select Employee I I D May 1, 2023 - M reduled 88.00 Reported 0.00
	leek 1 of 3 → 30   Reported 0.00 Hours	K Scheduled 40.		
Service Pres			May 15, 2023	ter V to Select Employee



4. Use the TRVEA (Adjust Earned Comp Time Travel) TRC to make Travel Comp Time balance adjustments

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

	TRC	Desc	cription	1	Time	Entry	F	Result	
	TRVEA	Adjust Earned	Comp T	ïme Travel	Positive I	Number	Increa	ses Balance	5
	TRVEA	Adjust Earned	Comp T	ime Travel	Negative	Number	Reduc	es Balance	
								Keduled 40.0	<b>eek 1 of 3</b> 10   Reporte
Time	Reporting Cod	le / Time Details		Row Totals		1 Mon 8 of 8 (P)	0	2 Tue 0 of 8	9
TRV	/EA - Adjust Ea	rned Comp Time 💙		8.00	This entry Travel Com	will increase	8.00	[	/eek 1 of
					Traver Con		ance.	Scheduled 40.0	00   Reporte
Time I	Reporting Cod	e / Time Details		Row Totals		1 Mon -8 of 8 (完)	0	2 Tue 0 of 8 📿	۲
TRV	/EA - Adjust Ea	rned Comp Time 💙		-8.00			-8.00		
					This entry wi Travel Co bala	ll reduce th mp Time nce.	e		

5. \*<u>Optional</u> but highly recommended to Add a Comment in the event users may need to  $\Box$  Click the **Comment** icon.



#### 4 Week 1 of 3 Scheduled 40.00 | Reporte $\odot$ $\odot$ 1 Mon 2 Tue Time Reporting Code / Time Details **Row Totals** -8 of 8 0 of 8 Q Ē -8.00 -8.00 TRVEA - Adjust Earned Comp Time

## Add Comment the Click Done

Cancel	Time Reporting (	Comments	Apply Done
			1 row , Q ↑↓
*Date Under Report 🛇	*Time Reporting Code $\Diamond$	Comment $\Diamond$	
1 08/01/2021	TRVEA	Add comment here	+ -

### 6. Click Submit

				4 N	Neek 1 of	3 🕨									
				Scheduled 40	.00   Report	ed -8.00 Hours									
Time Reporting Code / Time Details		1 Mon	$\odot$	2 Tue	$\odot$	3 Wed	©	4 Thu	$\odot$	5 Fri	$\odot$	6 Sat	$\odot$	7 Sun	$\odot$
	ROW IDIAIS	-8 of 8		0 of 8		0 of 8		0 of 8		0 of 8		0 of 0		0 of 0	
		P		Ø		0		0		0		0		0	

<u>Note:</u> The Travel Comp Time balance updates instantly once submitted. Comp Time tile balance is updated in real time and you can use the hours. However, if the comp time earn entry was for the current/future date, Comp Time tile balance will get updated the next day after the nightly process.