

Travel Comp Time Balance Adjustment

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

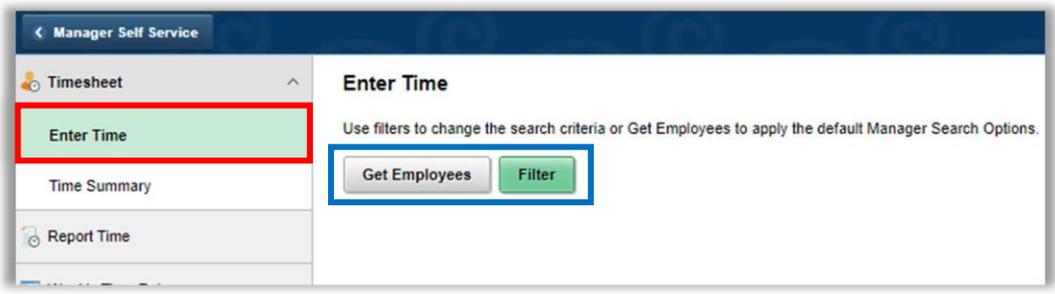
View Comp Time Balance

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

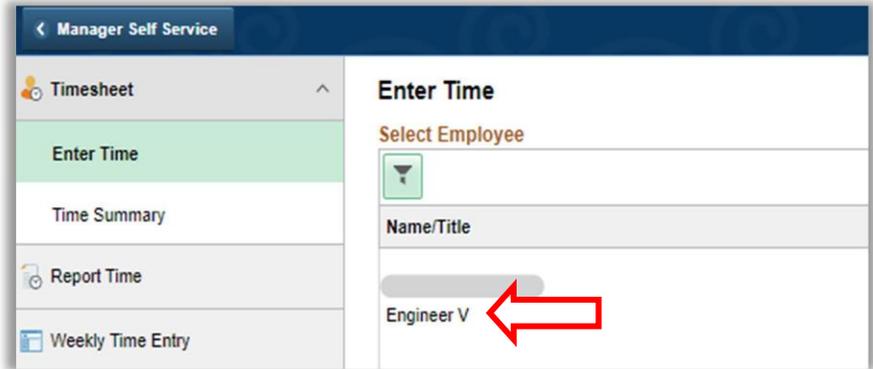
1. Navigate to *Manager Self Service> Team Time*



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



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



Enter Time

Engineer V Previous Next

[Return to Select Employee](#)

May 1, 2023 - May 15, 2023

Scheduled 88.00 | Reported 0.00

Save for Later Submit

Week 1 of 3
Scheduled 40.00 | Reported 0.00 Hours

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

4. Use the TRVEA (Adjust Earned Comp Time Travel) TRC to make Travel 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	Time Entry	Result
TRVEA	Adjust Earned Comp Time Travel	Positive Number	Increases Balance
TRVEA	Adjust Earned Comp Time Travel	Negative Number	Reduces Balance

Week 1 of 3
Scheduled 40.00 | Reported

Time Reporting Code / Time Details 1 Mon 2 Tue

Row Totals 8 of 8 0 of 8

TRVEA - Adjust Earned Comp Time 8.00

This entry will increase the Travel Comp Time balance.

Week 1 of 3
Scheduled 40.00 | Reported

Time Reporting Code / Time Details 1 Mon 2 Tue

Row Totals -8 of 8 0 of 8

TRVEA - Adjust Earned Comp Time -8.00

This entry will reduce the Travel Comp Time balance.

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

Time Reporting Code / Time Details	Row Totals	1 Mon	2 Tue
TRVEA - Adjust Earned Comp Time	-8.00	-8 of 8	0 of 8



Add Comment the Click Done

Time Reporting Comments

Cancel Apply Done

1 row

*Date Under Report	*Time Reporting Code	Comment
1 08/01/2021	TRVEA	Add comment here



6. Click Submit

Save for Later **Submit**

Time Reporting Code / Time Details	Row Totals	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun
TRVEA - Adjust Earned Comp Time	-8.00	-8 of 8	0 of 0	0 of 0				



Note: 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.