

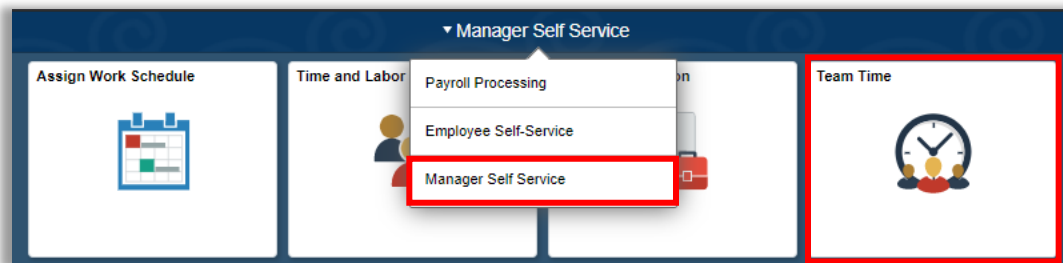
Comp Time Balance Adjustment

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

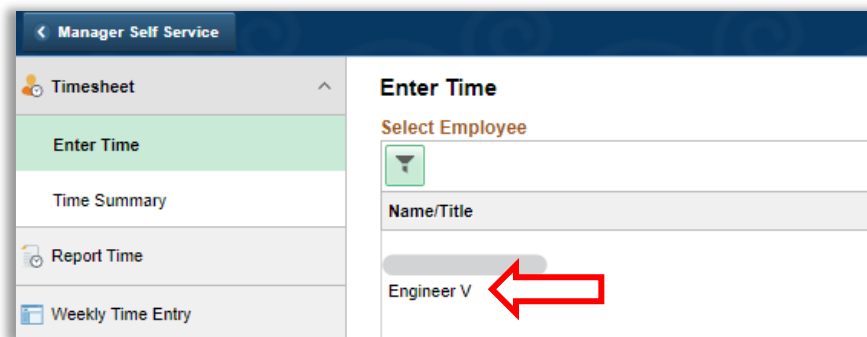
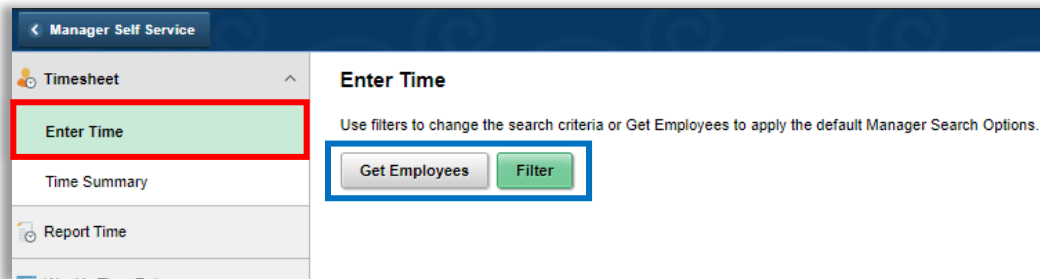
View Comp Time Balance

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

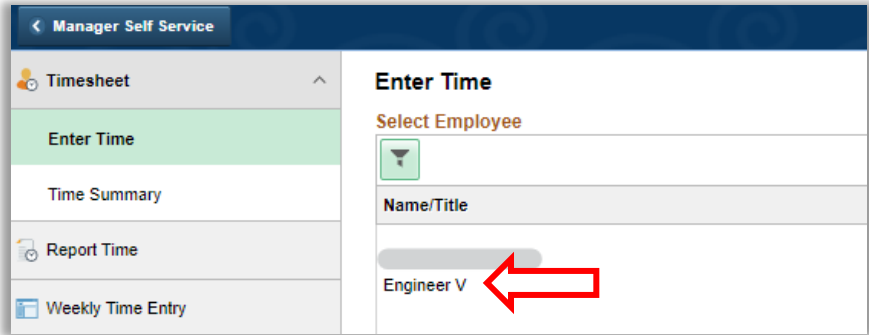
1. Navigate to *Manager Self Service* > *Team Time*



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



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



Manager Self Service

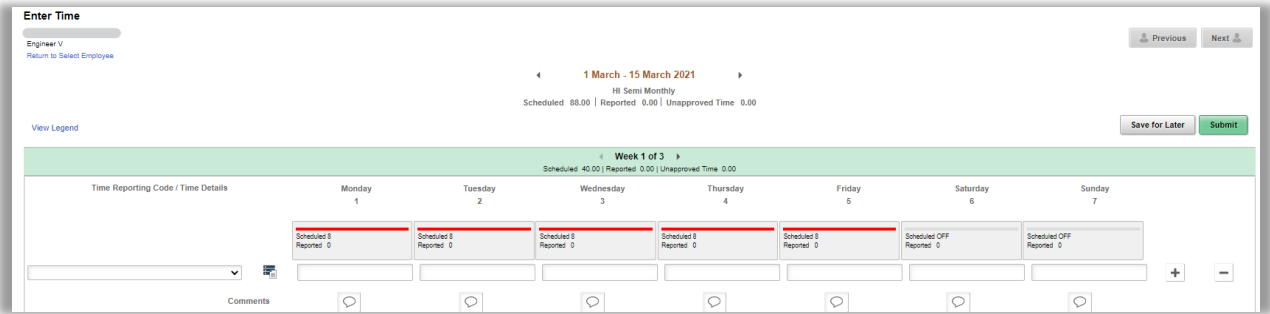
- Timesheet
- Enter Time**
- Time Summary
- Report Time
- Weekly Time Entry

Enter Time

Select Employee

Name/Title

Engineer V



Enter Time

Engineer V
Return to Select Employee

1 March - 15 March 2021
HI Semi Monthly
Scheduled 88.00 | Reported 0.00 | Unapproved Time 0.00

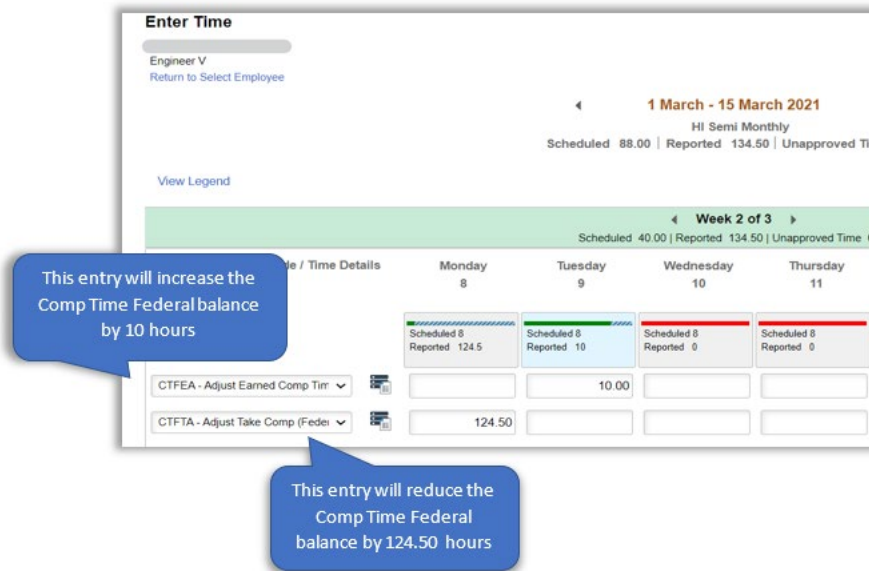
Save for Later Submit

Week 1 of 3
Scheduled 40.00 | Reported 0.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5	Saturday 6	Sunday 7
	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
Comments							

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



Enter Time
 Engineer V
 Return to Select Employee

1 March - 15 March 2021
 HI Semi Monthly
 Scheduled 88.00 | Reported 134.50 | Unapproved Time

View Legend

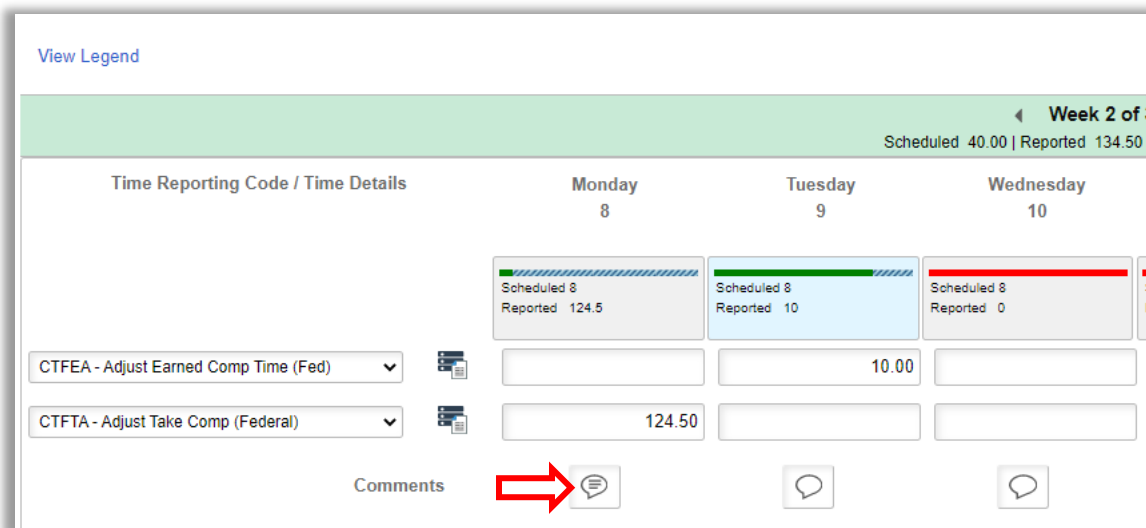
Week 2 of 3
 Scheduled 40.00 | Reported 134.50 | Unapproved Time

Time Reporting Code / Time Details	Monday 8	Tuesday 9	Wednesday 10	Thursday 11
Scheduled 8 Reported 124.5	Scheduled 8 Reported 10	Scheduled 8 Reported 0	Scheduled 8 Reported 0	
CTFEA - Adjust Earned Comp Time (Fed)		10.00		
CTFTA - Adjust Take Comp (Federal)	124.50			

This entry will increase the Comp Time Federal balance by 10 hours

This 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.



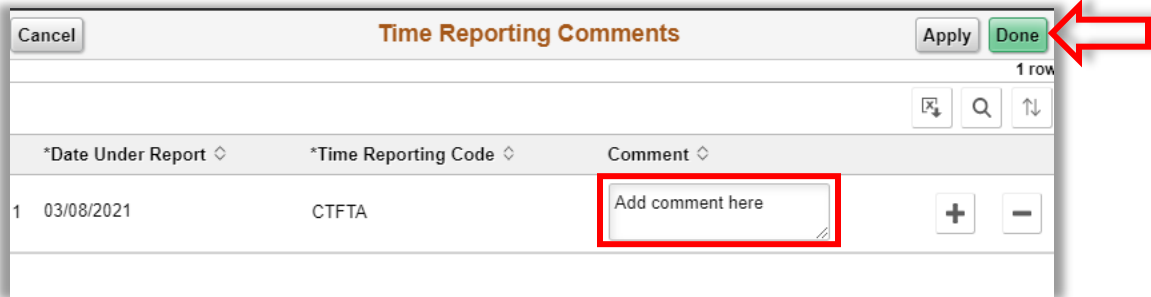
View Legend

Week 2 of 3
 Scheduled 40.00 | Reported 134.50

Time Reporting Code / Time Details	Monday 8	Tuesday 9	Wednesday 10
Scheduled 8 Reported 124.5	Scheduled 8 Reported 10	Scheduled 8 Reported 0	
CTFEA - Adjust Earned Comp Time (Fed)		10.00	
CTFTA - Adjust Take Comp (Federal)	124.50		

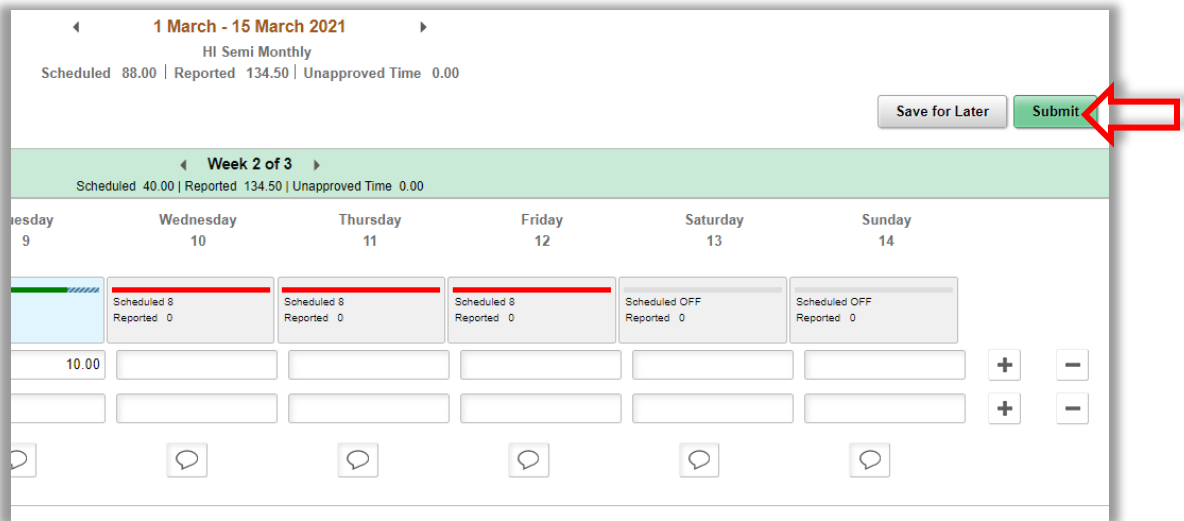
Comments 

- Add Comment the Click Done



The screenshot shows a 'Time Reporting Comments' form. At the top, there are 'Cancel', 'Apply', and 'Done' buttons. A red arrow points to the 'Done' button. Below the buttons is a table with columns: '*Date Under Report', '*Time Reporting Code', and 'Comment'. The first row contains the date '03/08/2021' and the code 'CTFTA'. The 'Comment' cell contains the text 'Add comment here' and is highlighted with a red box. To the right of the comment cell are '+' and '-' buttons.

6. Click Submit



The screenshot shows the 'HI Semi Monthly' time reporting interface. At the top, it displays the date range '1 March - 15 March 2021' and the status 'HI Semi Monthly'. Below this, it shows 'Scheduled 88.00 | Reported 134.50 | Unapproved Time 0.00'. On the right side, there are 'Save for Later' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button. The main area shows a calendar for 'Week 2 of 3' with days from Wednesday (9) to Sunday (14). Each day has a box showing 'Scheduled' and 'Reported' times. For example, Wednesday shows 'Scheduled 8' and 'Reported 0'. Below the calendar, there are input fields for each day and '+' and '-' buttons for adjustments. At the bottom, there are speech bubble icons for each day.

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