

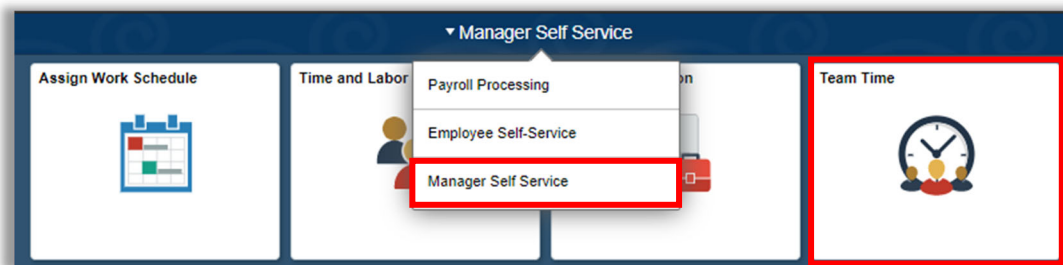
Travel Comp Time Balance Adjustment

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

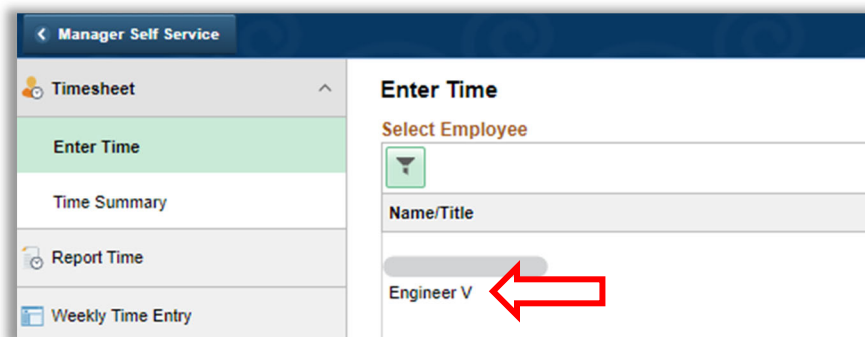
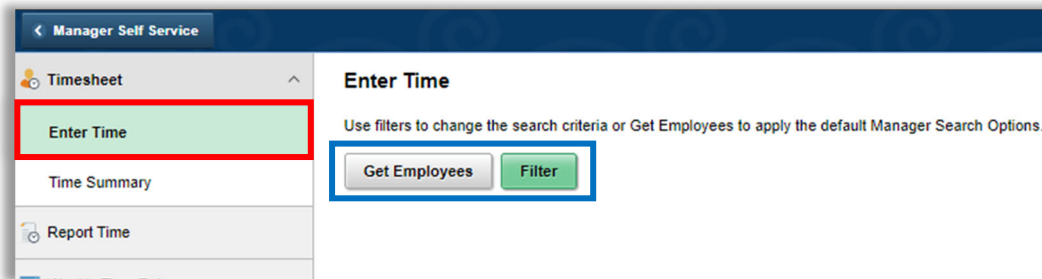
View Comp Time Balance

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

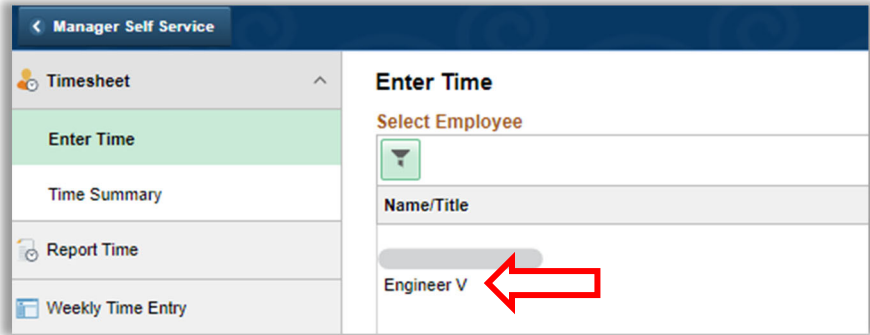
1. Navigate to *Manager Self Service*> *Team Time*



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



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



Manager Self Service

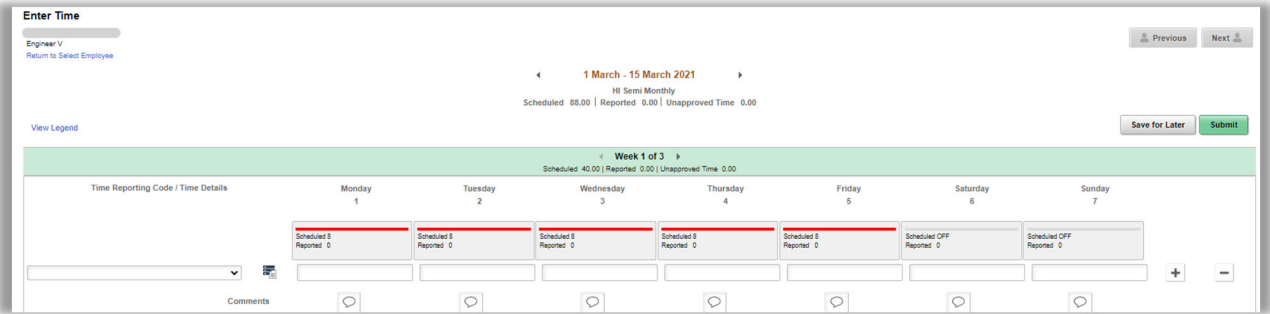
- Timesheet
- Enter Time**
- Time Summary
- Report Time
- Weekly Time Entry

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

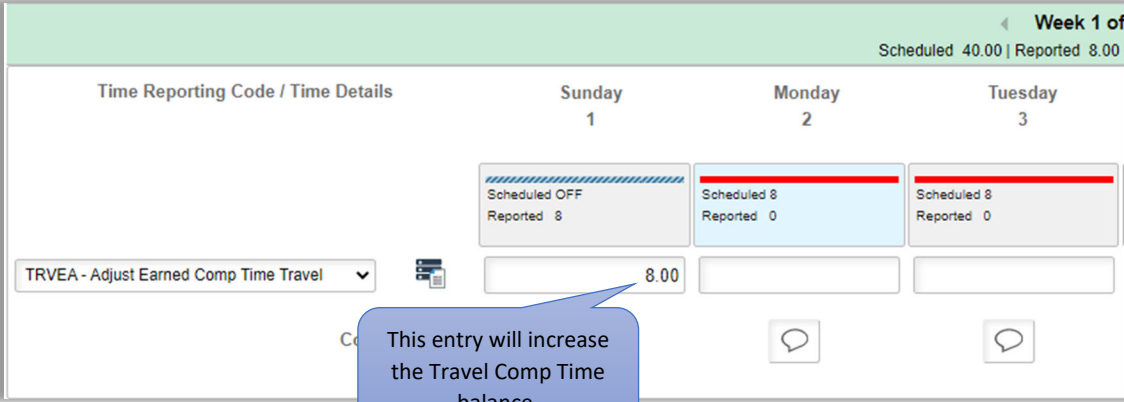
Week 1 of 3

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 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

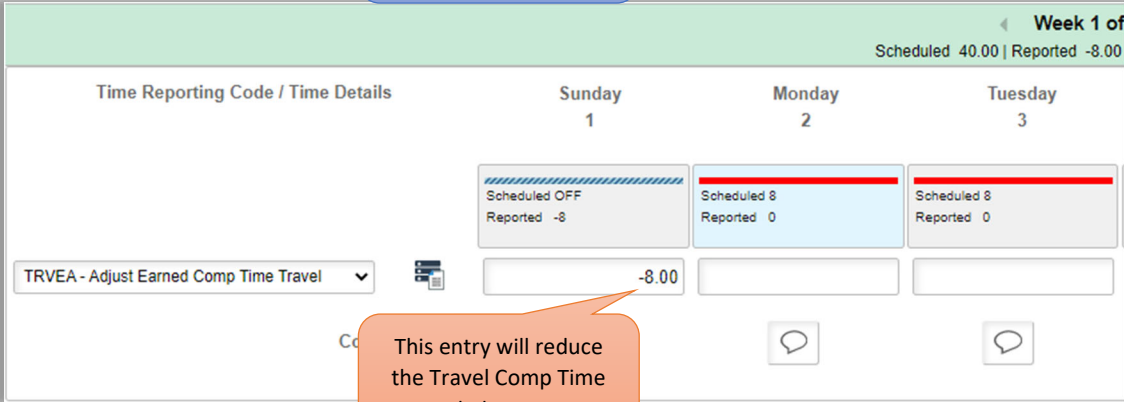


Week 1 of
Scheduled 40.00 | Reported 8.00

Time Reporting Code / Time Details

	Sunday 1	Monday 2	Tuesday 3
Scheduled OFF	Scheduled OFF	Scheduled 8	Scheduled 8
Reported	Reported 8	Reported 0	Reported 0
TRVEA - Adjust Earned Comp Time Travel	8.00		

This entry will increase the Travel Comp Time balance.



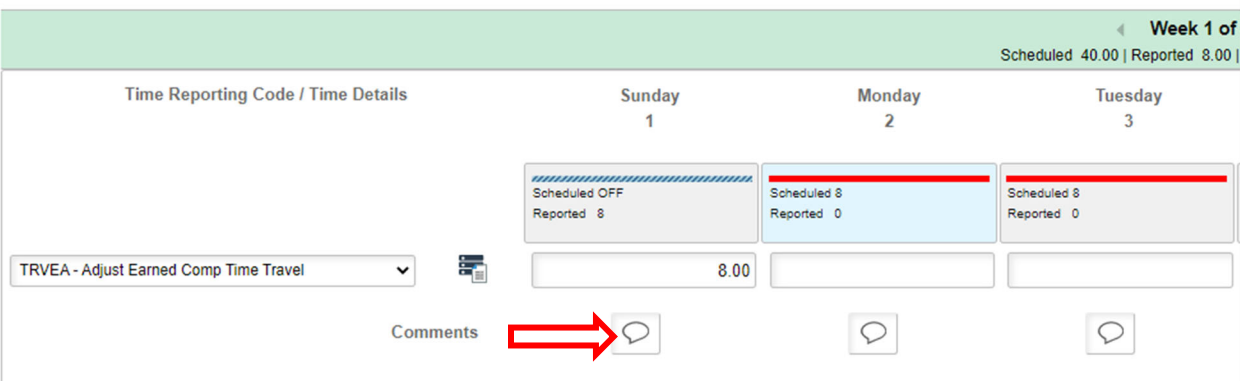
Week 1 of
Scheduled 40.00 | Reported -8.00

Time Reporting Code / Time Details




	Sunday 1	Monday 2	Tuesday 3
Scheduled OFF	Scheduled OFF	Scheduled 8	Scheduled 8
Reported	Reported -8	Reported 0	Reported 0
TRVEA - Adjust Earned Comp Time Travel	-8.00		

This entry will reduce the Travel Comp Time balance.

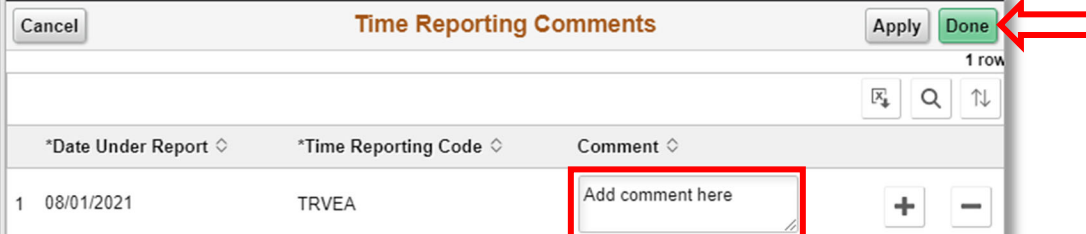
5. *Optional but highly recommended to Add a Comment in the event users may need to
 - Click the **Comment** icon.



Week 1 of 3
Scheduled 40.00 | Reported 8.00

Time Reporting Code / Time Details	Sunday 1	Monday 2	Tuesday 3
TRVEA - Adjust Earned Comp Time Travel	Scheduled OFF Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0
	8.00		
Comments			

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

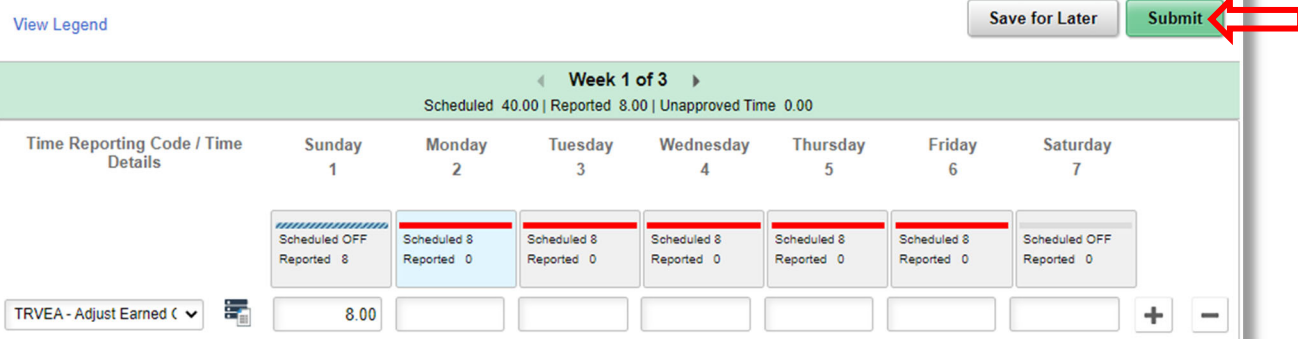


Cancel **Time Reporting Comments** Apply **Done**

1 row

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

6. Click **Submit**



View Legend Save for Later **Submit**

Week 1 of 3
Scheduled 40.00 | Reported 8.00 | Unapproved Time 0.00

Time Reporting Code / Time Details	Sunday 1	Monday 2	Tuesday 3	Wednesday 4	Thursday 5	Friday 6	Saturday 7
TRVEA - Adjust Earned	Scheduled OFF Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0
	8.00						

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.