How Do I View My Comp Time Balance?

**Navigation**

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Time and Absence tile.
3. On the Time page, click Absence Balances.
4. On the Balances page, all of your various Absence Balances are listed. You will only see balance absence types that apply to you.
5. Locate your Compensatory Time Balance, which is labeled Comptime Balance on this page.
6. Note that the hours are current as of the date reflected. The balance does not reflect absence hours earned or taken, which have not yet been processed.