# How to View and Read Compensatory Time (Comp Time) Balances

<table>
<thead>
<tr>
<th><strong>Step</strong></th>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate and login into UTShare/PeopleSoft</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to Employee Self Service &gt;&gt; Time Reporting &gt;&gt; View Time &gt;&gt; Compensatory Time</td>
</tr>
</tbody>
</table>

## Non-exempt Employee

- **Not eligible for Comp Time Plan** (Student & Faculty)
  
  If not eligible for **Comp Time Plan**, You will see the following message:

  "No Active Plan Enrollment"

- **If eligible for Straight and Overtime Comp Time Plans:**
  - Overtime (for 1 hrs. worked = 1.5 hrs. Comp time earned) — see page 3 for Overtime details
  - Straight (for 1 hrs. worked = 1 hrs. Comp time earned)

  Click on the **Comp Plan** to view (Straight time is the first example)

## Exempt Employee

- If you are only eligible for **Straight Time**, You will be taken to the **Straight Time Plan** page:
## Reading Comp Time Balance (Straight Time)

From the *Show Time Expiring in Dropdown list, select the item Show All (Different options are available, for this example we selected “Show All”)

(This will show all Straight Comp Time earned and when that time will expire)

### Section A. Balance at Start of Day: Total Balance of Comp Time earned as of the current date.

### Section B. Future Expiring Time:

1. **Expiration Date:** The date when a specific Comp Time hours will expire (use before this date).
2. **Quantity:** The amount of Comp Time earned 365 days ago that will expire if not used before the Expiration Date.
3. **Ending Balance:** Remaining Comp Time balance after expired hours are deducted. If your Ending Balance is equal to the Balance at Start of Day, it reflects there are no hours expiring.

**NOTE:** If needed, scroll to the bottom of the table to see all of the Comp Time earned and when it will expire. The hours approaching expiration will appear at the top of the list.

## Reading Comp Time Balance (Overtime)
A. **Balance at Start of Day**: Total Balance of *Comp Time* earned (as of the current date).

B. **Expiration Date**: Overtime *Comp Time* hours will never expire.

---

For questions, contact the Payroll Office located at the UTSA Main Campus, North Paseao Bldg, Suite # 4.170, * Phone: 210-458-4280 * Fax 210-458-4236 * Email: payroll@utsa.edu