COMP TIME Review

TIME OFF

Approvers can view Comp Time CURRENTLY available and time that has been USED

Create a Filter in "Time Off"

- Go to Employee Access
- Click on Time Off
- Click on "My Employees"
- At top, click on "Filters" link
- Click "Add Filter"
- Name the filter: COMP HRS
 - After naming the filters, go below to "Column Display Options"
 - Locate the "Time Off Code" label
 - Copy and Paste the COMP HRS code into the "Low and High Value"
 - Click "Save and Apply Filter"
- This has now created a "Comp Time Filter"
- Only Comp Time will show for each employee who earns comp time
- To return to the view where you can see ALL time off codes
 - Click the "Filter" link and select
 "Show all employees under me"

COMP TIME Review

TRUE TIME

Approvers can view Comp Time ACCRUED but NOT available (has NOT been processed)

Create a Filter in "Time Sheet History"

- Go to Employee Access
- Click on True Time
- Click on "History" under "My Employees Time Sheets"
- At top, click on the "Views" link
- Select "Time Sheet Information By Name"



- You will now see timesheet history for each employee
- Click on the "Filter" link
- Click "Add Filter"
- Name the Filter: WAITING FOR PAYROLL
- After naming the filters, go below to "Column Display Options"
- Locate the "Status" label and type: WFP in "Low and High Value"
- Click "Save and Apply Filter"
- Only timesheets that have not been processed will be visible
- The "Comp Time Clock Hours" column will show comp time hours EARNED not yet RECEIVED