What is Leave and Compensatory Time Tile

Leave and Compensatroy Time Tile is where employees can view all eligible leave plan and balances in the system. Before requesting time off, employee can view this tile to ensure they have enough time to take off. Employees can also view leave plans that have balances set to expire (lapse) to ensure they use the time off before the hours are set to expire.
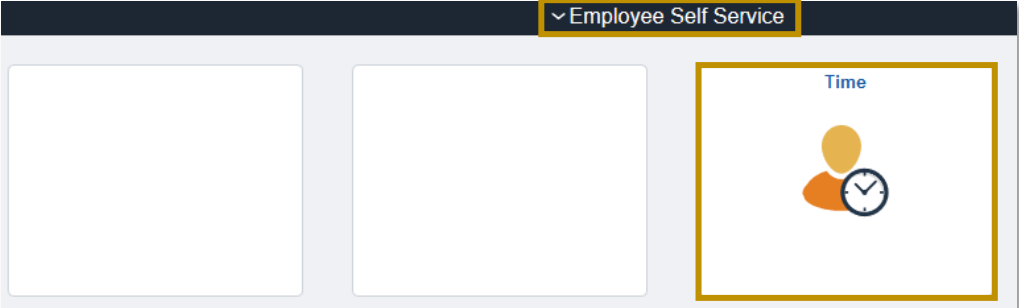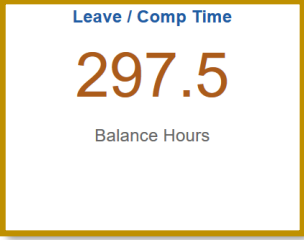
Definitions

- **Eligible Leave Plan:** Employee will only see leaves plans (tiles) they are eligible for based on their job code.

- **Leave Plans with an Expiration Date (lapsing):** Floating Holiday, Comp Time 1.0, Vacation, and Star Performer plans are subject to hours expiring (lapsing).

Navigating to Leave/Comp Time Tile:

Step 1	Log into your employee portal (MyUNTSystem.edu)	
Step 2	Under Employee Self Service option, select "Time" Tile.	
Step 3	Select "Leave / Comp" Tile. *The combined number of all available hours is the balance reflected on the tile*	

How to Review Leave Balances and Accrual History:

Step 1	Select the leave tile you wish to review. **Reminder:** You will only see leaves plans (tiles) they are eligible for based on their job code.	
Step 2	Review Leave Balances History to ensure accrual accuracy. • Leave Balance will update once the accrual process runs after the monthly payroll process. • Please contact Time and Labor if you believe your accrual balances are incorrect.	
Step 2.A	Vacation Balances Lapse annual at the start of the Fical Year (Sept. 1). This means, **unused vaction hours exceeding the maximum carry over amount will convert to sick leave hours.** Refer to the Schedule of Vaction Leave Accruals to view the maximum carry over amount of vacation hours. https://hr.untsystem.edu/vacation • The default maximum balance is maximum balance allowed by the State of Texas.	
Step 2.B	View when hours are set to expire by review leave balance history. **Reminder:** Comp 1.0 and Star Performer hours expire one year after the hours are earned.	

If you have any questions or issues, please contact timeandlabor@untsystem.edu.