



What is Leave and Compensatory Time Tile

Leave and Compensatory Time Tile is where a supervisor can view all eligible leave plan and balances for their employees in the system. Before approving a time off request, the supervisor can view leave/comp balance information to ensure the employee has enough time to take off. Supervisors can also view leave plans that have balances set to expire (lapse) to ensure they let their employees know to use the time off before the hours are set to expire.

Definitions

- **Eligible Leave Plan:** Supervisors will only see leaves plans (tiles) that their employees 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).



End User – Manager Self Service_Leave and Compensatory Time

Navigating to Leave/Comp Time Tile:

<p>Step 1</p>	<p>Log into your employee portal (MyUNTSysstem.edu)</p>	
<p>Step 2</p>	<p>Under Manager Self Service option, select "Time" Tile.</p>	
<p>Step 3</p>	<p>Select "Leave / Comp".</p>	
<p>Step 4</p>	<p>Select "Get Employees"</p> <p>Pro Tip: Use the filter to filter by your supervisor ID and position number to quickly filter for your employees.</p>	<p>Leave / Comp Time</p> <p>Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.</p>



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How to Review Leave Balances and Accrual History:

<p>Step 1</p>	<p>Select the leave tile you wish to review.</p> <p>Reminder: You will only see leaves plans (tiles) the employee is eligible for based on their job code.</p>	
<p>Step 2</p>	<p>Review Leave Balances History to ensure accrual accuracy.</p> <ul style="list-style-type: none"> • Leave Balance will update once the accrual process runs after the monthly payroll process. • Please contact Time and Labor if you believe the accrual balances are incorrect. 	
<p>Step 2.A</p>	<p>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.</p> <p>Refer to the Schedule of Vaction Leave Accruals to view the maximum carry over amount of vacation hours. https://hr.untsystem.edu/vacation</p> <ul style="list-style-type: none"> • The default maximum balance is maximum balance allowed by the State of Texas. 	
<p>Step 2.B</p>	<p>View when hours are set to expire by review leave balance history.</p> <p>Reminder: Comp 1.0 and Star Performer hours expire one year after the hours are earned.</p>	

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