



### Electronic Timekeeping Job Aid

## COMPENSATORY TIME AGING REPORT

The Comp Time Aging Report will show the comp time accrual balances for each employee that has a balance at the time of running the report and indicate how long until pay out is required.

- 1 Go to **COH All Quick Links**
- 2 Click the **GENERAL** tab and select **Reports**.
- 3 Click on **+** sign next to **Other Reports** to expand it.
- 4 Click once on report titled **'Compensatory Time Aging Report'** to select it.
- 5 In the drop-down menu next to the word **Show**; select the desired hyperfind to run the report on.
- 6 In the drop-down menu next to the word **Time Period**; select **Today**.
- 7 Click once on the **Run Report** button.
- 8 Click on tab called **'Check Run Status.'**
- 9 Click on **Refresh Status** button until report status column changes from **"waiting"** to **"complete."**
- 10 Double-click on the report name to display it (report opens in another window/tab).
- 11 The report output is in PDF format and you can elect to save or print it based on Preference.



Administration & Regulatory Affairs  
 Payroll Services  
 Hyperfind Selected: ARA – All  
 For: 9/7/2011 12:54:50 PM



### Compensatory Time Aging Report

6500030003 - Admin - Commer. Permit

Number of Days to Payout

Emp. Name	Emp. ID	Accrual Type	Accrual Hours	CRITICAL 0-30	31 - 60	61 - 100	100 +
Compensatory Time NE			0.53	0.16	0.00	0.00	0.38
Compensatory Time NE			5.63	0.00	0.00	0.00	5.63
Compensatory Time NE			62.38	0.00	11.75	50.63	0.00
Compensatory Time NE			7.23	0.35	0.00	0.00	6.88
Compensatory Time NE			13.38	0.00	0.00	0.00	13.38
Compensatory Time NE			30.66	0.00	0.00	0.00	30.66
Compensatory Time NE			23.23	0.00	0.00	5.60	17.63
Compensatory Time NE			0.75	0.00	0.00	0.00	0.75
Compensatory Time NE			9.00	0.00	0.00	0.00	9.00
Compensatory Time NE			10.00	10.00	0.00	0.00	0.00
Compensatory Time NE			0.01	0.00	0.01	0.00	0.00
Compensatory Time NE			0.06	0.05	0.00	0.00	0.01
Compensatory Time NE			2.75	2.75	0.00	0.00	0.00
<b>Total Hours Charged to 6500030003</b>			<b>165.59</b>	<b>13.31</b>			