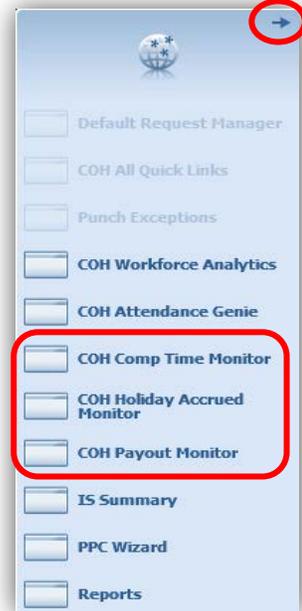




Comp Time Payout Job Aid

There are three public Hyperfind Queries designed to assist you in monitoring accrual balances.

1. The COHPayout Monitor, the COH Comp Time Monitor, and the COH Holiday Accrued Monitor.
2. They are located in your Related Items Pane area.
3. Click the blue arrow above the Globe to expand the area.



COH Payout Monitor

From the "Show" menu, select: PS-Comp-Time or HACC Payout

COH PAYOUT MONITOR
Last Refreshed: 3:19PM

Show: PS-Comp-Time or HACC Payout Edit

Time Period: Current Pay Period Refresh

The Persons listed in this report have more than 0 hour in either "Compensatory Time EX Payout", "Compensatory Time NE Payout", or "Holiday Accrued Payout."

Balance held in each payout accrual code as of the last day of the selected Time Period. These are amounts that have already exceeded the 180/120-day expiration period.

COH PAYOUT MONITOR
Last Refreshed: 3:19PM

Show: PS-Comp-Time or HACC Payout Edit

Time Period: Current Pay Period Refresh

Person ID	Person Name	Comp. Time NE Payout	Comp. Time EX Payout	Holiday Accrued Payout
00029786	,ROY R	12.0	0.0	0.0
00054819	HERBERT	0.0	0.0	6.5
00069123	,NAYMOND	12.0	0.0	0.0



COH Comp Time Monitor

From the "Show" menu, select: PS-Comp-Time Available

COH COMP TIME MONITOR

Last Refreshed: 12:52PM

Show
 Time Period

The Persons in this report have more than 0 hours in either "Compensatory Time EX" or "Compensatory Time NE."

COH COMP TIME MONITOR
Last Refreshed: 12:52PM

Show
 Time Period

Person Name	Comp Time NE	Comp Time EX	
ABDULKADIF S	5.6		0.0
JEAN P	3.25		0.0
SAMKUTY	63.62		0.0

Balance held in each accrual code as of the last day of the selected Time Period. These amounts have not expired as of the end of the Time Period and are available for use up to that date.

COH Holiday Accrued Monitor

From the "Show" menu, select: PS-Holiday Accrued Available

COH HOLIDAY ACCRUED MONITOR

Last Refreshed: 12:53PM

Show
 Time Period

The Persons in this report have more than 0 hours in "Holiday Accrued."

COH HOLIDAY ACCRUED MONITOR
Last Refreshed: 12:53PM

Show
 Time Period

Person Name	Holiday Accrued	
VERA C		10.0
RENEE T		8.0
JOSEPHINE A		16.0

Balance held in the Holiday Accrued accrual code as of the last day of the selected Time Period. This amount has not expired as of the end of the Time Period and is available for use up to that date.