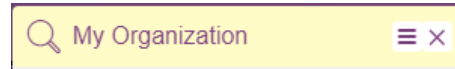


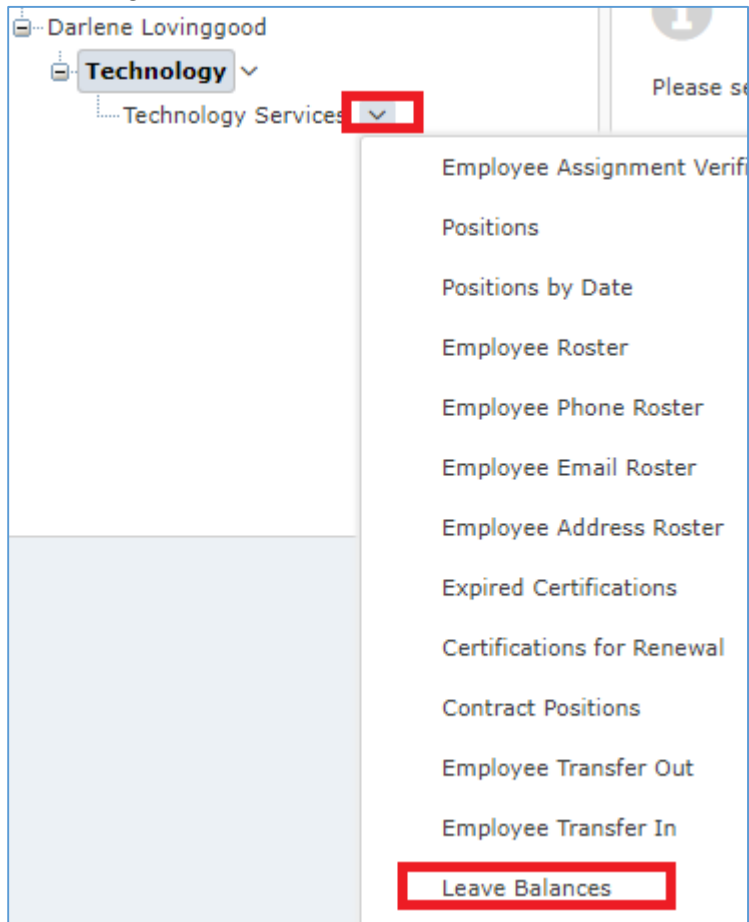
How to review Comp Time Balances in TEAMS

1. Entry Point: My Organization



2. Click on the down arrow and select Leave Balances

See image below:



3. Right Click on the report to view in Excel