

How to review Comp Time Balances in TEAMS

Step 1: Go to Entry Point: “My Organization” or type “My organization” in the search menu box



Step 2: Choose the tab the says “Leave Positions



This tab shows you all the employees in your organization. You can see the balance for all leave categories including the “**Compensatory Leave**” (Comp Time). It also tells you the “**As of Date**” so you know which days are not included in the balance.

Please Note:

It is very important to know the amount of comp time being accumulated by your employees. According to District Policy, any balance remaining in comp time at the end of the contract year (June 30th) must be paid to the employee. The balance will be paid from your budget.