

Compensatory Time/Holiday Compensatory Time Expiration

The one-year expiration of these time off plans was suspended during the height of the pandemic. Starting January 11, 2023, we returned to the regular one-year expiration date process.

Any Compensatory Time Hours that were earned in pay period 1/12/2022 – 1/25/2022 (and were not used previously) would expired in pay period 1/11/2023 – 1/24/2023 unless they were used by the end of pay period 1/11/2023 - 1/24/2023.

My Compensatory Time Expired in Period: this report allows the employee to enter the dates of a single pay period and view the Compensatory Time/Holiday Comp Time hours expired in that period.

Employees may type in the Search Box on the Workday Home Page “My Comp” and select the **My Compensatory Time Expired in Period** report in the dropdown list. You will see your name as the Worker and will fill in the start and end dates of the pay period you would like to check for any expiring com time hours. Then, click OK.

My Compensatory Time Expired in Period ...

Instructions Please enter the Period Start and Period End Date

This report should only be used for one single pay period at a time.

Worker

Period Start Date

Period End Date

The report will look like this, and the columns circled here will show the hours due to expire in the pay period dates you selected.

Period Start Date	Period End Date	Total					
		Comp Time Hours Earned in Period	Comp Time Hours Accrued in Period	Compensatory Time Expired in Period	Holiday Comp Time Hours Earned in Period	Holiday Comp Time Hours Accrued in Period	Holiday Compensatory Time Expired in Period
01/11/2023	01/24/2023	0	-6.75	6.75	0	-4.75	4.75