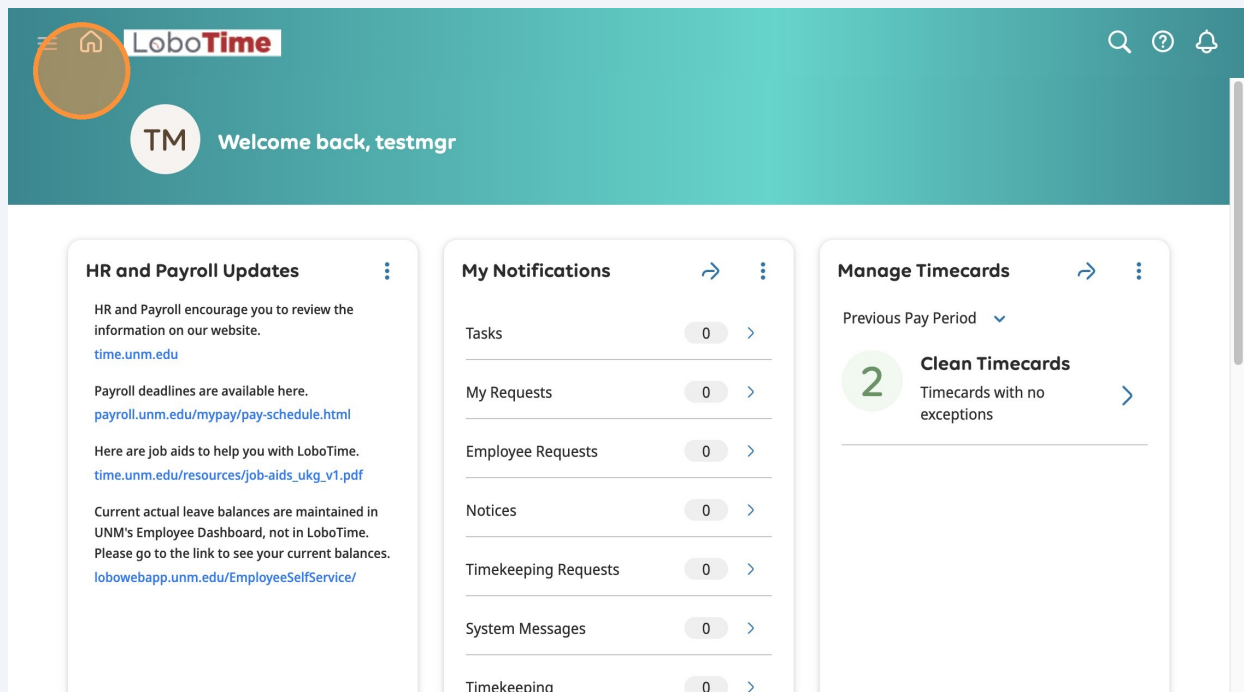


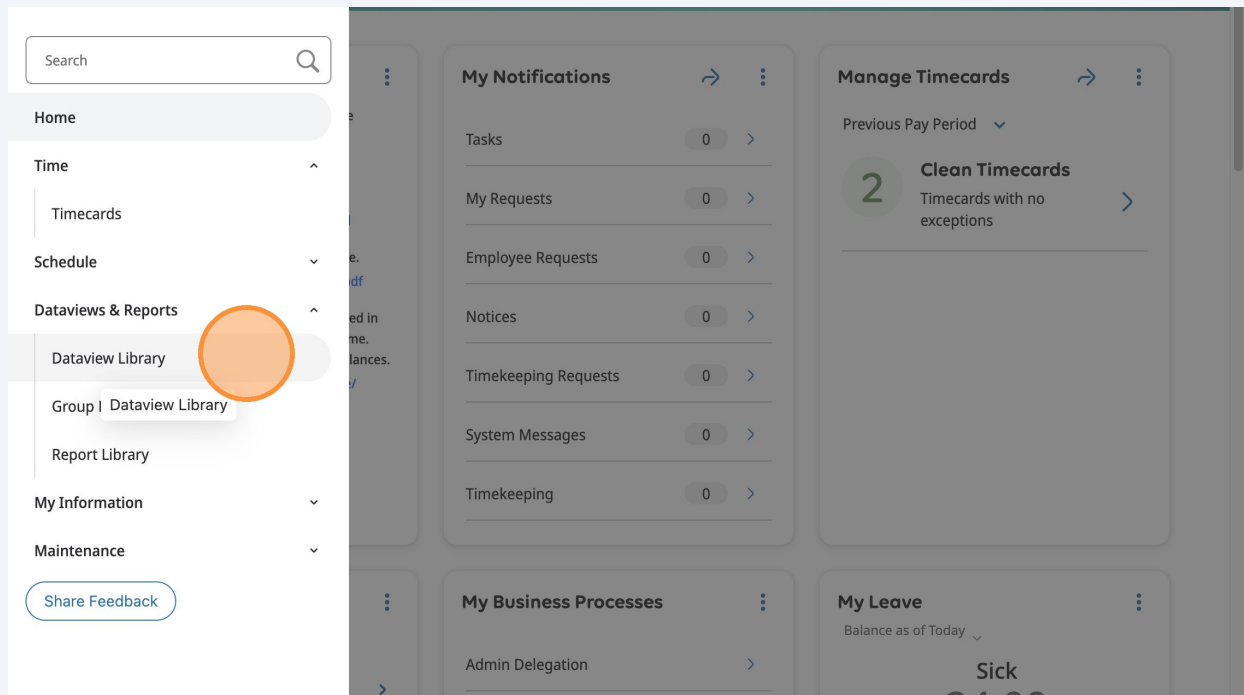
How to Identify and Monitor Comp Payout Balances (Org Managers)

This SOP outlines how Org Managers can identify employees with available Comp Time balances eligible for payout using the Data View Library, and initiate the payout process by navigating to employee timecards.

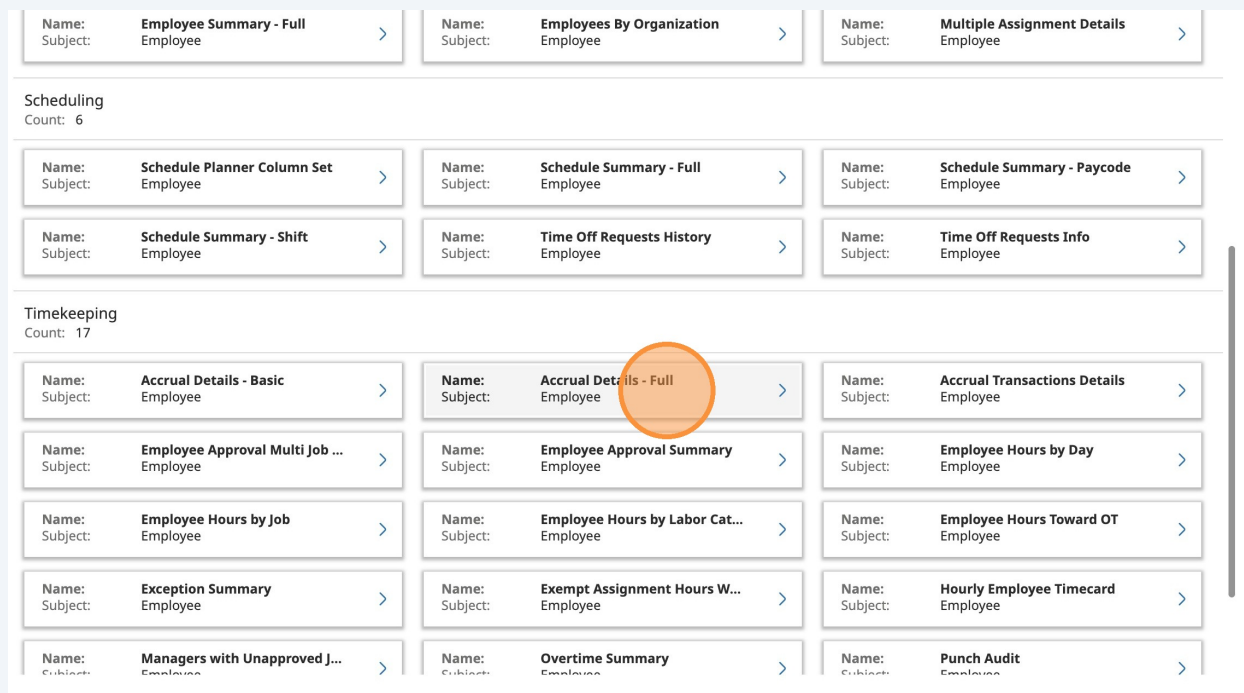
1 Access the Data View: Open the **Main Menu**.



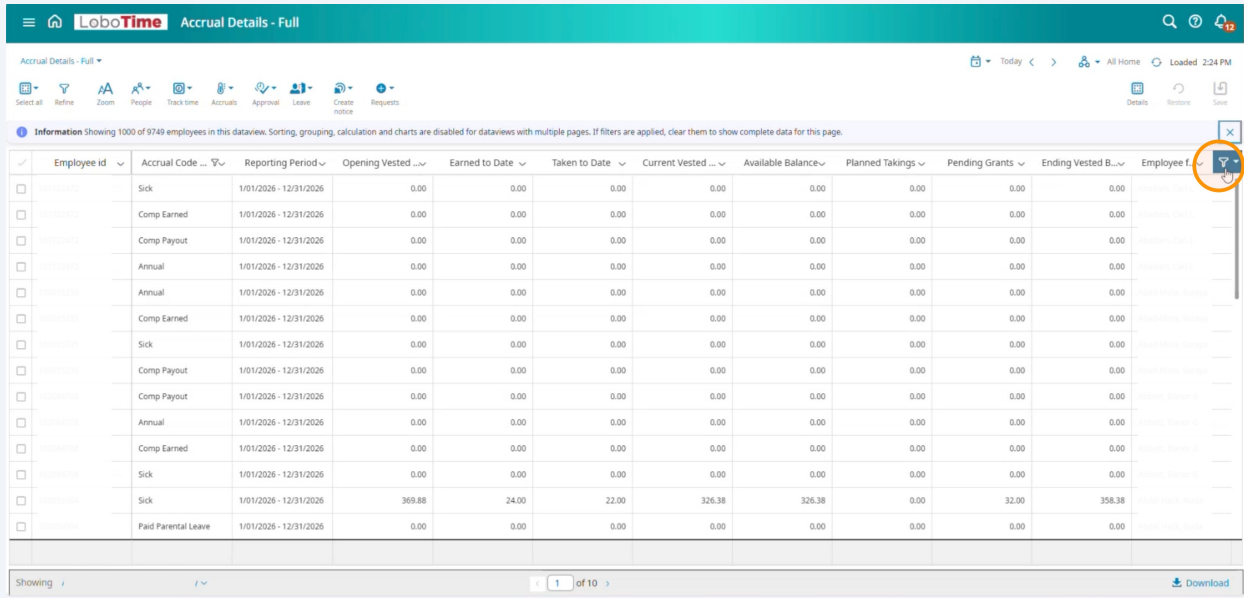
2 Select Data View Library



3 Select Accrual Details - Full



4 Locate the **Filter icon** (small filter/funnel icon) on the far right-hand side



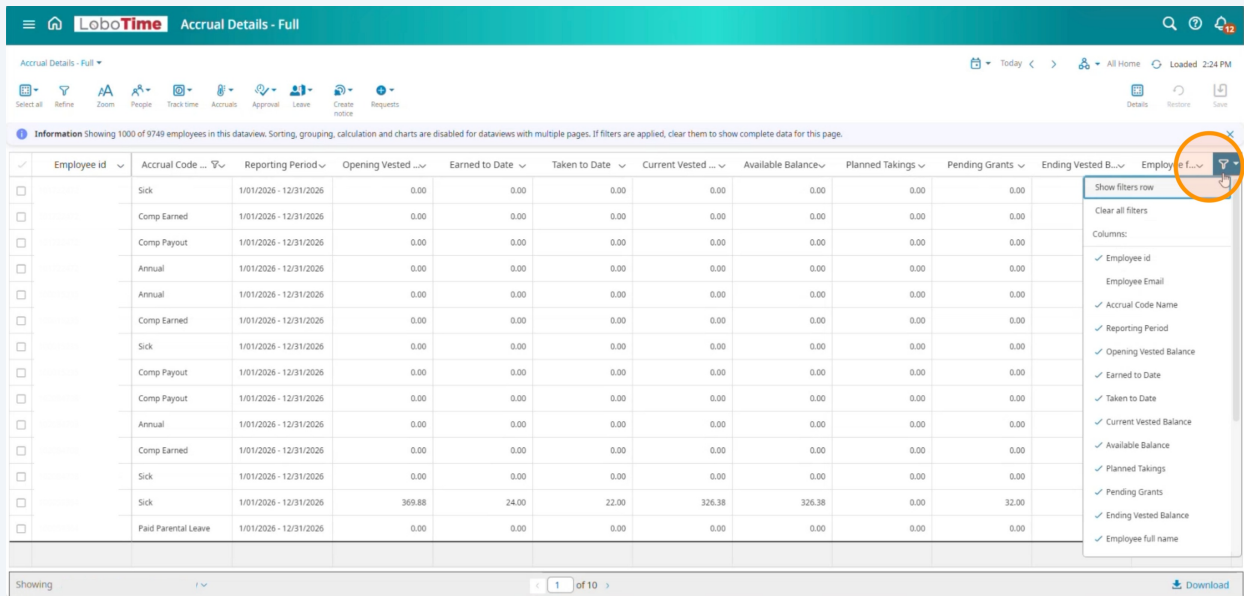
Information Showing 1000 of 9749 employees in this dataview. Sorting, grouping, calculation and charts are disabled for dataviews with multiple pages. If filters are applied, clear them to show complete data for this page.

✓	Employee id	Accrual Code ...	Reporting Period	Opening Vested ...	Earned to Date	Taken to Date	Current Vested ...	Available Balance	Planned Takings	Pending Grants	Ending Vested B...	Employee f...
☐	10000000	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000001	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000002	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000003	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000004	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000005	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000006	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000007	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000008	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000009	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000010	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000011	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000012	Sick	1/01/2026 - 12/31/2026	369.88	24.00	22.00	326.38	326.38	0.00	32.00	358.38	Robert, John
☐	10000013	Paid Parental Leave	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John

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5 Select **Show Filters** to display the filter row



Information Showing 1000 of 9749 employees in this dataview. Sorting, grouping, calculation and charts are disabled for dataviews with multiple pages. If filters are applied, clear them to show complete data for this page.

✓	Employee id	Accrual Code ...	Reporting Period	Opening Vested ...	Earned to Date	Taken to Date	Current Vested ...	Available Balance	Planned Takings	Pending Grants	Ending Vested B...	Employee f...
☐	10000000	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000001	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000002	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000003	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000004	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000005	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000006	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000007	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000008	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000009	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000010	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000011	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John
☐	10000012	Sick	1/01/2026 - 12/31/2026	369.88	24.00	22.00	326.38	326.38	0.00	32.00	358.38	Robert, John
☐	10000013	Paid Parental Leave	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Robert, John

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Show filters row

Clear all filters

Columns:

- ✓ Employee id
- Employee Email
- ✓ Accrual Code Name
- ✓ Reporting Period
- ✓ Opening Vested Balance
- ✓ Earned to Date
- ✓ Taken to Date
- ✓ Current Vested Balance
- ✓ Available Balance
- ✓ Planned Takings
- ✓ Pending Grants
- ✓ Ending Vested Balance
- ✓ Employee full name

6 In the **Accrual Code** column filter: Select **Equal To (=)**

Accrual Details - Full

Information Showing 1000 of 9749 employees in this dataview. Sorting, grouping, calculation and charts are disabled for dataviews with multiple pages. If filters are applied, clear them to show complete data for this page.

Employee id	Accrual Code	Reporting Period	Opening Vested	Earned to Date	Taken to Date	Current Vested	Available Balance	Planned Takings	Pending Grants	Ending Vested B...	Employee f...
Starts with	Is not null	Starts with	=	=	=	=	=	=	=	=	Starts with
	<No filter>										
	Starts with	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Not starts with	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Custom	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	In	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Not in	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Is null	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Is not null	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Between	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Not between	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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7 Enter **Comp Payout**.

Accrual Details - Full

Information Showing 1000 of 9749 employees in this dataview. Sorting, grouping, calculation and charts are disabled for dataviews with multiple pages. If filters are applied, clear them to show complete data for this page.

Employee id	Accrual Code	Reporting Period	Opening Vested	Earned to Date	Taken to Date	Current Vested	Available Balance	Planned Takings	Pending Grants	Ending Vested B...	Employee f...
Starts with	=	Starts with	=	=	=	=	=	=	=	=	Starts with
	comp payout										
	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Annual	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Earned	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Sick	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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8 In the **Available Balance** column filter: Select **Not Equal To (!=)**.

Accrual Details - Full

Information Showing 1000 of 9749 employees in this dataview. Sorting, grouping, calculation and charts are disabled for dataviews with multiple pages. If filters are applied, clear them to show complete data for this page.

Employee id	Accrual Code	Reporting Period	Opening Vested	Earned to Date	Taken to Date	Current Vested	Available Balance	Planned Takings	Pending Grants	Ending Vested B...	Employee f...
Starts with	=	Starts with	=	=	=	=	=	=	=	=	Starts with
	comp payout						-No filters-				
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	22.50	0.00	22.50		0.00	0.00	22.50	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	2.00	0.00	2.00		0.00	4.30	6.30	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00		0.00	0.00	0.00	

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9 Enter **0**. This filters out employees with a zero balance and shows only those who currently have comp time *payout* available.

Accrual Details - Full

Information Showing 1000 of 9749 employees in this dataview. Sorting, grouping, calculation and charts are disabled for dataviews with multiple pages. If filters are applied, clear them to show complete data for this page.

Employee id	Accrual Code	Reporting Period	Opening Vested	Earned to Date	Taken to Date	Current Vested	Available Balance	Planned Takings	Pending Grants	Ending Vested B...	Employee f...
Starts with	=	Starts with	=	=	=	=	=	=	=	=	Starts with
	comp payout						0				
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	22.50	0.00	22.50	22.50	0.00	0.00	22.50	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	2.00	0.00	2.00	2.00	0.00	4.30	6.30	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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Review all comp payout balance. Any employee with an available comp payout balance must have the balance paid out in accordance with applicable policy.

Information Showing 1000 of 9749 employees in this dataview. Sorting, grouping, calculation and charts are disabled for dataviews with multiple pages. If filters are applied, clear them to show complete data for this page.

Employee id	Accrual Code	Reporting Period	Opening Vested	Earned to Date	Taken to Date	Current Vested	Available Bala...	Planned Takings	Pending Grants	Ending Vested B...	Employee f...
Starts with	=	Starts with	=	=	=	=	=	=	=	=	Starts with
	comp payout						0				
☐	Comp Payout	1/01/2026 - 12/31/2026	0.00	22.50	0.00	22.50	22.50	0.00	0.00	22.50	
☐	Comp Payout	1/01/2026 - 12/31/2026	0.00	2.00	0.00	2.00	2.00	0.00	4.30	6.30	
☐	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.30	0.00	0.30	0.30	0.00	0.00	0.30	
☐	Comp Payout	1/01/2026 - 12/31/2026	0.00	52.65	37.50	15.15	15.15	0.00	0.00	15.15	
☐	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	-7.50	11.25	3.75	-7.50	

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NOTE: Select one or more employees with an available comp payout balance, right-click on the employee name, and use the **Go-To** shortcut to navigate directly to the employee's timesheet.

Information Showing 1000 of 9749 employees in this dataview. Sorting, grouping, calculation and charts are disabled for dataviews with multiple pages. If filters are applied, clear them to show complete data for this page.

Employee id	Accrual Code	Reporting Period	Opening Vested	Earned to Date	Taken to Date	Current Vested	Available Bala...	Planned Takings	Pending Grants	Ending Vested B...	Employee f...
Starts with	=	Starts with	=	=	=	=	=	=	=	=	Starts with
	comp payout						0				
☒	Comp Payout	1/01/2026 - 12/31/2026	0.00	22.50	0.00	22.50	22.50	0.00	0.00	22.50	Testemployee 1
☒	Comp P	31/2026	0.00	2.00	0.00	2.00	2.00	0.00	4.30	6.30	Testemployee 2
☒	Comp Payout	1/01/2026 - 12/31/2026	0.00	0.30	0.00	0.30	0.30	0.00	0.00	0.30	Testemployee 3
		1/01/2026 - 12/31/2026	0.00	52.65	37.50	15.15	15.15	0.00	0.00	15.15	Testemployee 3
		1/01/2026 - 12/31/2026	0.00	0.00	0.00	0.00	-7.50	11.25	3.75	-7.50	Testemployee 4

Showing 4 employees selected Abad-Mota, Soraya - Bosin, Yuri 1 of 10 Download

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Refer to Job Aid **1.9.b. Supervisor Job Aid - How to Payout Comp Time Earned** for steps on how to add Comp Payout to a timecard.