

—SPS ALERT—

SPS Alert 219: HR, Timekeeping, and Payroll and Updates

Release date: 2/16/2023

Compensatory Time Off Plan Balance Visibility Changes

In moving back to a one year expiration of Comp Time and Holiday Comp Time, we made changes to the Time Off Balances page. Due to the confusion of having additional “balances” listed for similar name plans, beginning on Friday evening Feb. 17, 2023, the following plans will no longer appear on the Time Off Balances page:

Compensatory Time – Earned

Holiday Compensatory Time – Earned

Please see the attached additional information. There is a separate document for employees only—more specific instructions on how to run the report for expiring Comp Time hours. This will explain how employees can check to see what part of their comp time balances will be expiring if not used by a certain pay period.

[Compensatory Time - Holiday Compensatory Time Expiration](#)

[For Employees - Compensatory Time - Holiday Compensatory Time Expiration](#)
