

Comp Time Balances – How to run query for employees with a balance

Access PeopleSoft for HCM

Navigate to:

Reporting Tools>Query>Query Viewer



In the Search by field, search by Query Name (defaults) and enter the name of the query in the open field after the words 'begins with': **PB_PR_DEPT_COMP_BALS** - Click on the 'Search' button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

The query selection will display. Click on 'Excel' to run.

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
PB_PR_DEPT_COMP_BALS	Curr Comp Time Bal by Dept	Public	EMPLOYEE INFO	HTML	Excel	Schedule	Favorite

For FY2010 data, enter 8/16/2009 as the begin date and the current date in the end date field. Enter your school or department number in the dept ID field and click on the button to 'View Results'. The results will display in Excel report format as shown below. Current balance is shown in the far right column.

ID	Name	Empl Rcd#	Hrly Rate	End Bal
8888888	Washington, George	0	19.624038	3.000
7777777	Lincoln, Abraham	0	15.560577	0.250
6666666	Roosevelt, Franklin	0	20.552885	0.750

Please be mindful that balances increase or decrease as employees use comp time or earn new comp time, so it is important to rerun your queries monthly until the employee has exhausted his or her balance.