RIAS Self Service, View CT Balance – Instructions for NE Employees

The Self Service area of RIAS provides eligible Non-Exempt (NE) employees with an electronic way to view Compensatory Time (CT) balances.

**Background:**

You should review this information to ensure it is accurate. Any concerns with the data should be reported to your supervisor immediately.

*Important Note:* Whether or not NE employees are eligible for CT in lieu of OT is dependent on many factors. Please consult the UHR web page dedicated to OT and CT for additional information, including a link to Policy 60.3.14 – Overtime for Regularly Appointed Staff:

http://uhr.rutgers.edu/otct

**Step-by-Step Instructions to View Compensatory Time:**

**Navigation:**

Main Menu > Self Service > Time Reporting > View Time

**Step 1:** Click on the “Compensatory Time” link.

**Step 2:** The “Compensatory Time” screen shows your CT balance in the “Balance at Start of Day” field.

**Step 2:** Click on one of the links in the “Go To” area of the screen to dismiss it or sign out to exit the system.