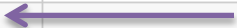# How to see if Comp Time 1.0 will lapse in the EIS Timesheet

To begin: Get into the employees timesheet and open the balances. Click on the "Comp Time-Comp1.0" Link

ℹ Reported Hours Summary - click to view

ℹ Balances - click to hide

Plan Type	Current Balance
Sick Leave Pool	0.000
Floating Holiday Time	0.000
Sick	94.000
Vacation	135.500
Comp Time - COMP1_0	6.500
Comp Time - COMP1_5	75.700

If the Balance at the End of Day is 0- nothing is lapsing in the next 30 days

Comp Time Balance Summary

Compensatory Time Off Plan:	COMP1_0
Today's Date:	02/05/2012
Hours Balance at Start of Day:	6.500000

*Show Time Expiring in: Next 30 Days   ▼

Comp Time Detail

Expiration Date	Number of Hours Expiring	Balance at End of Day
	0.000000	0.000000

Go To: Self Service

Time Reporting

Return to Timesheet

Note: We recommend leaving "Show Time Expiring in" to Next 30 days.

If the "Balance at the End of Day" is the same as the "Hours Balances at Start of Day" is the same- nothing is lapsing

Comp Time Balance Summary

Compensatory Time Off Plan: COMP1_0
Today's Date: 02/05/2012
Hours Balance at Start of Day: 1.400000

*Show Time Expiring in: Next 30 Days

Comp Time Detail

Expiration Date	Number of Hours Expiring	Balance at End of Day
02/11/2012	4.200000	1.400000

If the balances are different, subtract the "Balance at End of Day" from the "Balance at Start of Day"

Comp Time Balance Summary

Compensatory Time Off Plan: COMP1_0
Today's Date: 02/05/2012
Hours Balance at Start of Day: 58.200000

*Show Time Expiring in: Next 30 Days

Comp Time Detail

Expiration Date	Number of Hours Expiring	Balance at End of Day
02/05/2012	3.500000	58.200000
02/12/2012	5.800000	57.000000

The first row's balances are the same so nothing is lapsing (see rule above)

But the second row is different- that means something will lapse on the date listed

HOWEVER, EIS doesn't always calculate the amount lapsing correctly so you have to do the math

Take 58.2 (hours at start of day) -57 (hours at end of day) = 1.2

1.2 hours will lapse on 2/12/12…. Not 5.8 hours