

HOW TO REVIEW AND TAKE ACTION ON TIME OFF REQUESTS (FOR MANAGERS)

To access the Time Reporting System (TRS), go to <u>https://trs.gwu.edu</u>.

1. From the Home Screen, under My Notifications select Employee Requests.



2. Select the Employees Request(s) in the check mark box. And then select Approve, Cancel or Refuse.

My	Actions				<	Mark Done	Approve	× Refuse	Add Comments	Pending	Ø Edit	Cancel D	
•	Filter :	✓ _H ▼ No Status, Cancel Su	🛱 👻 None	& - None "								Details	
		Request Employee Created On Employee Name and ID: Request Period: Approval Status: Duration: Request Status		Time Off Request Humphrey, Hubert H 5/31/2024 513 PM Humphrey, Hubert H405054 Humphrey, Hubert H405054 Submitted Submitted						< Time Off	Off Re Hump Job Job GW/G	1 of 1 equest ohrey, Hubert	Submitted
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Canceling an Already Approved Time Off Request

1. From the **Home Screen** menu on the upper left-hand side of the page, navigate to **Schedule** and **Schedule Planner with Absence Calendar.**

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2. Find the employee you for whom you wish to cancel an already submitted and approved request.



3. Date track to the timeframe for the time off request by using the timeframe navigation or by selecting **Select Range**:



4. Find the request highlighted in Green and right click on the request in the calendar.

Q	8	₽	Wed 7/17 - Sat 7/20				
	Name [0/2]	\downarrow	Wed 7/17	Thu 7/18	Fri 7/19		
	Humphrey, Hube	rt H	VACATION [8:00]	VACATION [8:00]	VACATION [8:00]		
			Time Off Request				
			Approved				

5. A pop up box will display where you can **Cancel** the Time Off request.

Time Off Request
Approved
Accruals >
Created On 5/31/2024 5:13 PM
Request Details VACATION (9:00 AM - 5:00 PM) 7/17/2024 - 7/19/2024 7/22/2024 - 7/26/2024
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