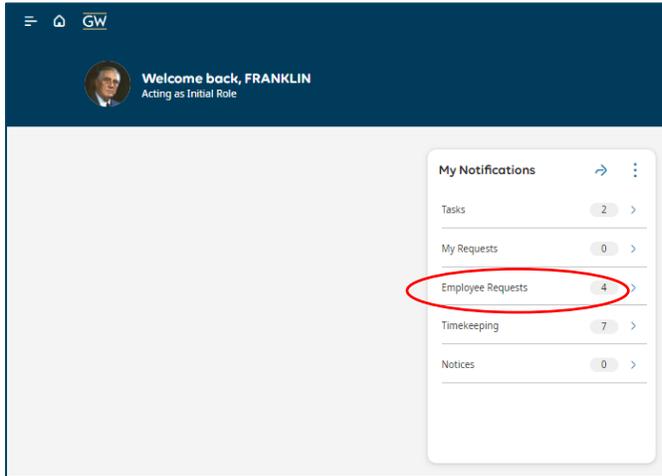


TIME OFF & LEAVE

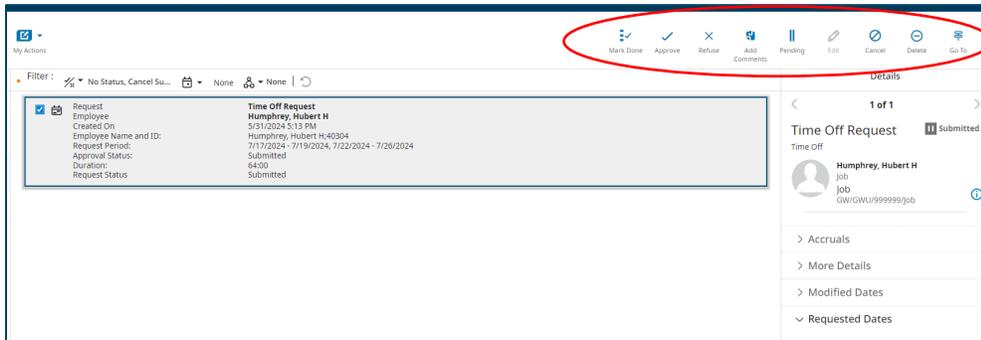
HOW TO REVIEW AND TAKE ACTION ON TIME OFF REQUESTS (FOR MANAGERS)

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

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

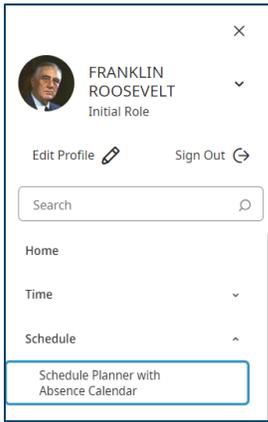


2. Select the Employees Request(s) in the check mark box. And then select **Approve**, **Cancel** or **Refuse**.

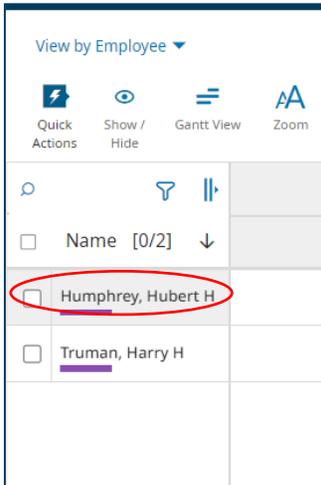


Canceling an Already Approved Time Off Request

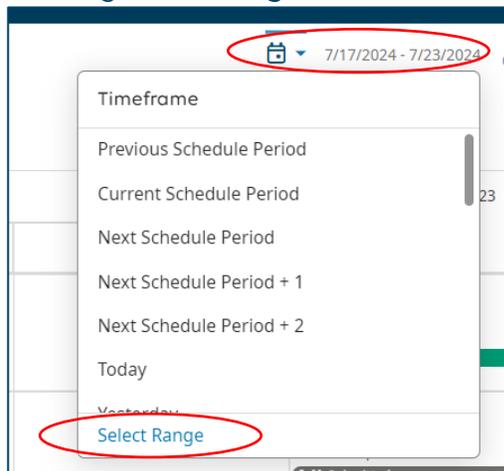
1. From the **Home Screen** menu on the upper left-hand side of the page, navigate to **Schedule** and **Schedule Planner with Absence Calendar**.



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.

		Wed 7/17 - Sat 7/20		
		Wed 7/17	Thu 7/18	Fri 7/19
<input type="checkbox"/>	Name [0/2] ↓			
<input type="checkbox"/>	Humphrey, Hubert 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


Cancel