

CANCELLING TIME OFF REQUESTS FOR EMPLOYEES (FOR MANAGERS, DELEGATES AND TIMEKEEPERS)

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

 From the Home Screen menu on the upper left-hand side of the page, navigate to Schedule and Schedule Planner with Absence Calendar. Find the employee you for whom you wish to cancel the time off request. Date track to the timeframe for the time off request by using the timeframe navigation or by selecting Select Range.

	View by Employee 💌	1/17/2024 - 7/23/2024
×	Quick Show / Gantt View Zoom	Timeframe
FRANKLIN ROOSEVELT Initial Role	Actions Hide	Previous Schedule Period
Edit Profile 🖉 Sign Out 🕞		Current Schedule Period 23
Search D		Next Schedule Period
Home	Humphrey, Hubert H	Next Schedule Period + 2
Time ~	Truman, Harry H	Today
Schedule Planner with		Select Range
Absence Calendar		

2. Find the request highlighted in Green and right click on the request in the calendar. Select Cancel in the pop-up box.

	Time Off Request
	Humphrey, Hubert H Job GW/GWU/999999/Job
	Status Submitted
	Accruals >
Wed 7/31	Created On 7/19/2024 3:18 PM
VACATION (8:00)	Request Details
Time Off Request	Approve Refuse Edit Cancel Add Comment