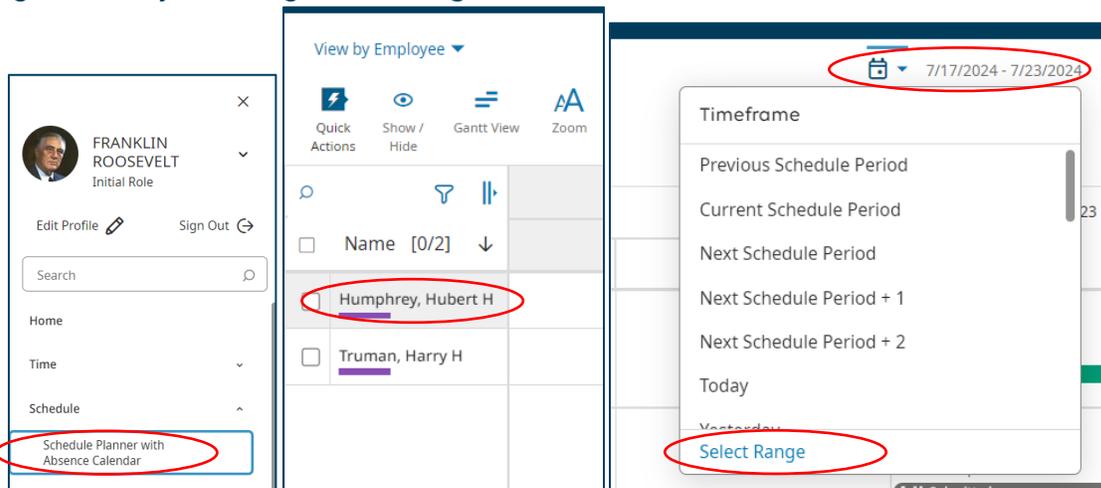


# TIME OFF & LEAVE

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

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

1. 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**.



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

