

HOW TO REVIEW AN EMPLOYEE'S TIME OFF BALANCES USING THE ACCRUAL DETAILS DATAVIEW

Managers can view their employees' time off usage and accrual balances by running the Accrual Detail (Basic) dataview in the Time Reporting System (TRS).

To access the TRS, go to <u>https://trs.gwu.edu</u>.

1. From the **Home Screen** menu on the upper left-hand side of the page, navigate to **Dataviews & Reports**, then **Dataview Library.**

E D GW Welcome back, FRANKLIN Acting as Timekeeper						
	My Notifications	⇒ :	Manage Timecards	Manage Schedule 8/19/2024 • Last Update 11:16 AM	À	÷
	Tasks	0 >	rievious ray reliou		-	
	My Requests	0 >	2 Clean Timecards Timecards with no exceptions	Missing	0	> >
	Employee Requests			On Break	0	>
	Timekeeping	21 >		Leaving	0	>
	Notices	0 >				

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FRANKLIN ROOSEVELT Timekeeper	~
Edit Profile 🔗 Sig	n Out (→
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Home	
Time	~
Schedule	~
Dataviews & Reports	^
Dataview Library	

2. Select Accrual Detail - Basic dataview

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Total [29]		
Other Count: 5		
Name: Subject:	Approvals Summary Employee	>
Name: Subject:	SignOff Issues Employee	>
Scheduling Count: 8		
Name: Subject:	GW Outstanding Time Off Requests Employee	>
Name: Subject:	Schedule Summary - Paycode Employee	>
Timekeeping Count: 16		
Name: Subject:	Accrual Details - Basic Employee	>

3. The dataview output will show employee's usage and balances for the current fiscal year.

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1	occrual Details - Basic 💌									🛱 🕶 Today 🧼 👌	🗞 🕶 All Home 🕤 Loaded 9:50 AM
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~	🗸 Employee FU 🗸 Employee Ful Name 🛧 ELS 🗸 Department 🗸 Accual Code Name 🛧 TV Reporting Period 🗸 Taken to Date 🗸 Current Balance 🗸 Planned Takings 🗸 Available Balance 🗸 Ending Balance							Ending Balance 🗸 🖓 🕈			
	GW1132	Humphrey, Hubert H	53	999999	PND	7/01/2024 - 6/30/2025	00:00	00:00	00:00	00:00	00:00
	GW1132	Humphrey, Hubert H	53	999999	SIC	7/01/2024 - 6/30/2025	00:00	16:00	00:00	16:00	96:00
	GW1132	Humphrey, Hubert H	53	999999	TRANSITION	7/01/2024 - 6/30/2025	00:00	00:00	00:00	00:00	00:00
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	GW1116	Truman, Harry H			PND	7/01/2024 - 6/30/2025	00:00	00:00	00:00	00:00	00:00
	GW1116	Truman, Harry H			SIC	7/01/2024 - 6/30/2025	00:00	16:00	00:00	16:00	96:00
	GW1116	Truman, Harry H			TRANSITION	7/01/2024 - 6/30/2025	00:00	00:00	00:00	00:00	00:00
	GW1116	Truman, Harry H			VAC	7/01/2024 - 6/30/2025	00:00	20:00	00:00	20:00	120:00
	GW1126	Washington, George		999999	PND	7/01/2024 - 6/30/2025	00:00	00:00	00:00	00:00	00:00
	GW1126	Washington, George		999999	SIC	7/01/2024 - 6/30/2025	00:00	08:00	00:00	08:00	88:00
	GW1126	Washington, George		999999	TRANSITION	7/01/2024 - 6/30/2025	00:00	00:00	00:00	00:00	00:00
C	GW1126	Washington, George		999999	VAC	7/01/2024 - 6/30/2025	00:00	10:00	00:00	10:00	110:00

Accrual Detail (Basic) Column Definitions

- Accrual Code Name time off type
 - ✓ VAC vacation time
 - ✓ TRANSITION transition time
 - ✓ SIC sick time
 - ✓ PND pandemic time
- Reporting Period the current fiscal year (July 1 through June 30)
- ➢ Taken to Date
 - ✓ Shows the amount of time off that has been taken from the beginning of the current reporting period (i.e., the beginning of the current fiscal year)
- Current Balance:
 - ✓ Shows the balance as of the first day of the pay period you are viewing (or the day you have selected)
 - ✓ Does NOT take into account any future time off requests or accruals
- Planned Takings
 - ✓ The sum of the total amount of approved time off that has been debited through the end of the reporting period
- > Available Balance:
 - ✓ The balance in the accrual on the "As of" date during the current reporting period
 - \checkmark Does take into account time off requests during the current date view
- Ending Balance:
 - ✓ The balance of the accrual as of the end date of the current reporting period, minus all approved time off requests (including future time off)