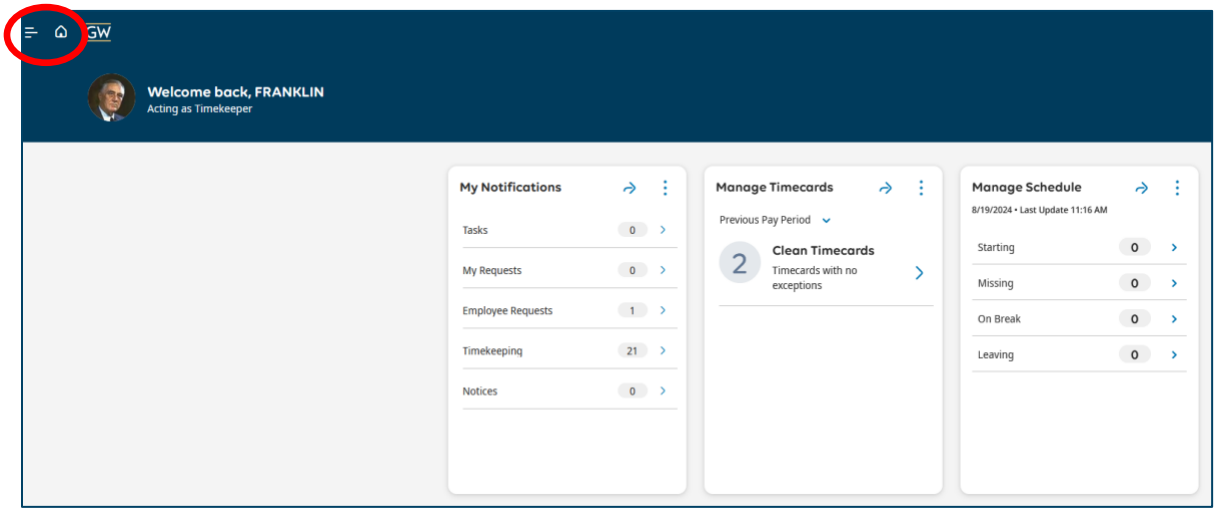
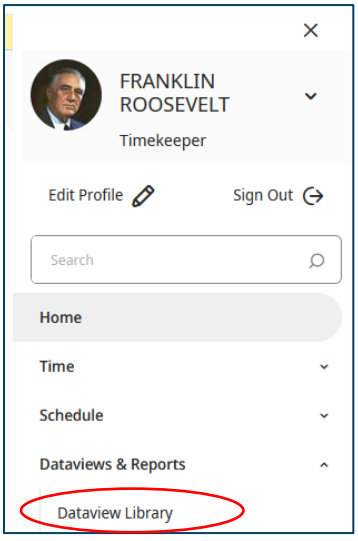
HOW TO REVIEW AN EMPLOYEE'S TIME OFF BALANCES USING THE ACCRUAL DETAILS DATAVIEW

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

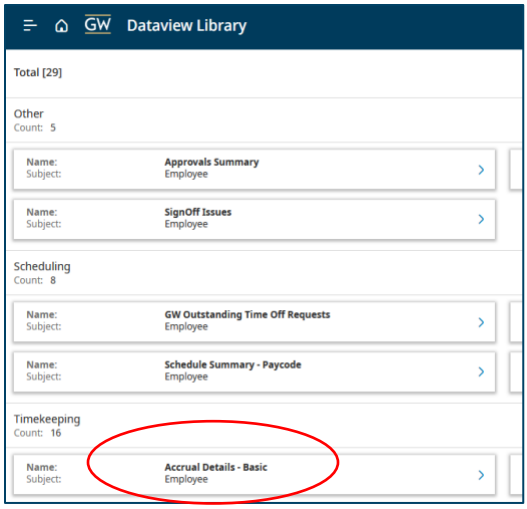
To access the TRS, go to https://trs.gwu.edu.

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

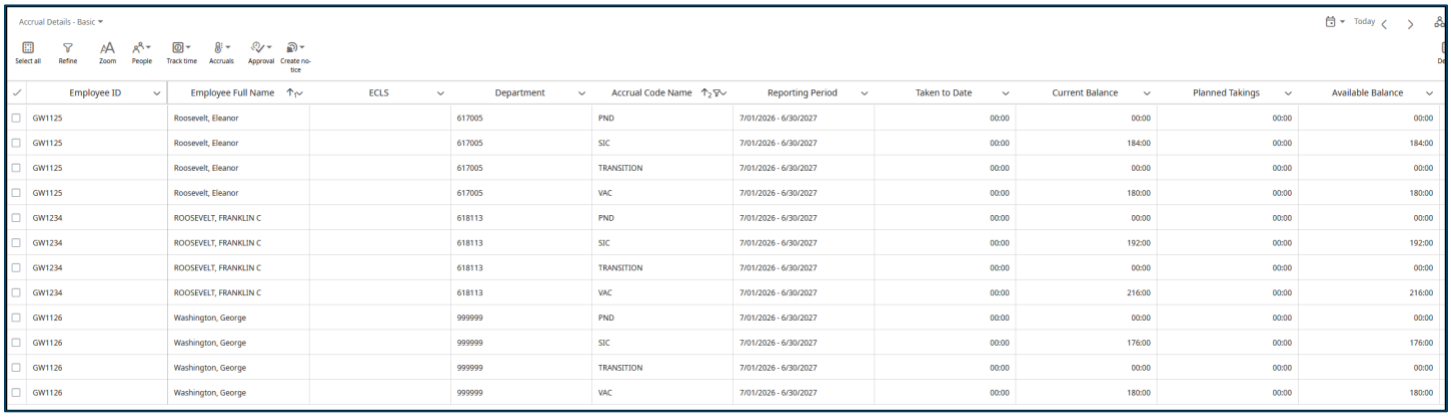




2. Select Accrual Detail – Basic dataview



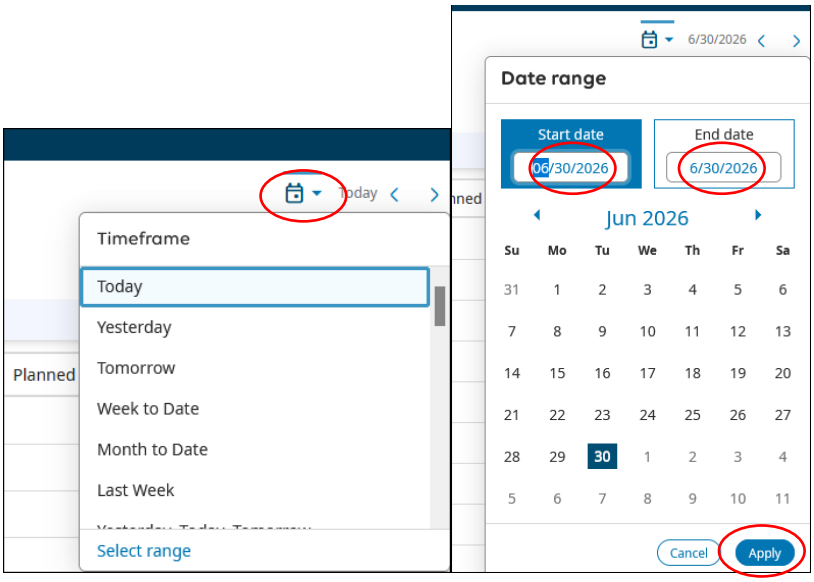
3. The dataview output will default to the employee's usage and balances for the current fiscal year.



Employee ID	Employee Full Name	ECLS	Department	Accrual Code Name	Reporting Period	Taken to Date	Current Balance	Planned Takings	Available Balance
GW1125	Roosevelt, Eleanor		617005	PND	7/01/2026 - 6/30/2027	00:00	00:00	00:00	00:00
GW1125	Roosevelt, Eleanor		617005	SIC	7/01/2026 - 6/30/2027	00:00	184:00	00:00	184:00
GW1125	Roosevelt, Eleanor		617005	TRANSITION	7/01/2026 - 6/30/2027	00:00	00:00	00:00	00:00
GW1125	Roosevelt, Eleanor		617005	VAC	7/01/2026 - 6/30/2027	00:00	180:00	00:00	180:00
GW1234	ROOSEVELT, FRANKLIN C		618113	PND	7/01/2026 - 6/30/2027	00:00	00:00	00:00	00:00
GW1234	ROOSEVELT, FRANKLIN C		618113	SIC	7/01/2026 - 6/30/2027	00:00	192:00	00:00	192:00
GW1234	ROOSEVELT, FRANKLIN C		618113	TRANSITION	7/01/2026 - 6/30/2027	00:00	00:00	00:00	00:00
GW1234	ROOSEVELT, FRANKLIN C		618113	VAC	7/01/2026 - 6/30/2027	00:00	216:00	00:00	216:00
GW1126	Washington, George		999999	PND	7/01/2026 - 6/30/2027	00:00	00:00	00:00	00:00
GW1126	Washington, George		999999	SIC	7/01/2026 - 6/30/2027	00:00	176:00	00:00	176:00
GW1126	Washington, George		999999	TRANSITION	7/01/2026 - 6/30/2027	00:00	00:00	00:00	00:00
GW1126	Washington, George		999999	VAC	7/01/2026 - 6/30/2027	00:00	180:00	00:00	180:00

To view the employee's Vacation Time balance as of June 30, 2026, for the Attestation:

- Change the start and end dates to June 30,2026 using the date calendar icon in the upper right-hand corner of the page.
- Click "Apply" to apply the changes, then refer to the **Current Balance** column.
    - Please note, current balances may be displayed in terms of minutes versus percentage of time (e.g. 100:30 is equivalent to 100.5 hours in the TRS).



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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
  - ✓ 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)