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USING DATAVIEWS TO REVIEW OUTSTANDING TIME OFF REQUESTS

The Time Reporting System (TRS) is used by most GW employees to request and track time off. Managers can use the GW Outstanding Time Off Requests dataview in the TRS to review their direct reports' outstanding (non-processed) time off requests.

To access the 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 **Dataviews & Reports** and **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	ð	:
	Tasks	0 >				
	My Requests	0 >	2 Clean Timecards Timecards with no exceptions	Missing	0	>
	Employee Requests	1 >		On Break	0	>
	Timekeeping	21 >		Leaving	0	>
	Notices	0 >				

	×	
	FRANKLIN ROOSEVELT Timekeeper	:k, FR per
	Edit Profile 🖉 Sign Out 🔾	
	Search D	
	Home	
	Time ~	
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	Dataviews & Reports	
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	Group Edit Results	
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Select the GW Outstanding Time Off Requests dataview.

- ₀	GW Dataview Library	
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	>

To see any unprocessed (Submitted or Cancel Submitted) request for the entire fiscal year, change the dates to July 1 through June 30, using the calendar icon.

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			7/01/2024 - 6/30)/2025	\geq	>	& •	All H	ome 🤇	🗲 Loaded	1:43 PM
							Deta	ails	≪ ▼ Share	• Restore	↓ Save
Ireation Date 🔍	Start Date	~	End Date	~		Dura	tion	~	Symb	olic Amv	γ.
2024 1:40 PM	10/01/2024 9:00 AM		10/01/2024 5:00 PM					8.00	Hours		

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	GW1132			Hubert		Hu	imphrey		10/08/2024 9:00 AM	10/08/2	2024 1: 2 0 PM	Can	cel Submitted		VACATION		4.00	Hours
	GW1132			Hubert		н	imphrey		10/01/2024 9:00 AM	10/01/2	2024 5:00 PM	Sub	mitted		SIC		8.00	Hours
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You can process (i.e., approve or refuse) the time request either (1) from the Schedule Planner page or (2) through the Control Center.

1. To process through the Schedule Planner, right click on the employee's name in the dataview and select Schedule from the Go To drop down menu.



Find the date of the unprocessed request, right click on the request and select approve or refuse.

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View by Employee 🔻			
Quick Show / Gantt Vie Actions Hide	AA zoom		
° ⊽ ⊪	7/017/077/147/217/288/048/11 - . .8/1	88/259/019/089/159/229/2910/06	10/1310/2010/2711/0311/1011/1711/2412/01
┛ Name [1/1] ↓	Sun 9/29	Mon 9/30	Tue 10/01
Humphrey, Hubert H		9:00 AM - 5:00 PM	9:00 AM - 5:00 PM Time Off Request 11 Submitted
		·	·

	Time Off Request	
	Humphrey, Hubert H Job GW/GWU/999999/Job Status Submitted	
159/229/2910/0610/ 19/30	Accruals > Created On 8/20/2024 1:40 PM	112/0
	Request Details	9:00 4
	Approve Refuse Edit Cancel Add Comment	1

2. To process through the Control Center, click on the bell icon in the upper right-hand side of the screen.



You can process directly from the Control Center pop up screen or you can select View All to go to the Control Center to see more details about the requests.

Time Off Request Humphrey, Hubert H 8/22/2024 11:42 AM Employee Name and ID: Humphrey, Hubert H;40304 Request Period: 10/08/2024 - 10/08/2024 Approval Status: Cancel Submitted Duration: NA	
Request Period: 10/08/2024 - 10/08/2024 Approval Status: Cancel Submitted Duration: NA	
Employee Name and ID: Humphrey, Hubert H;40304 Request Period: 10/08/2024 - 10/08/2024 Approval Status: Cancel Submitted Duration: NA	
Request Period: 10/08/2024 - 10/08/2024 Approval Status: Cancel Submitted Duration: NA	
Approval Status: Cancel Submitted Duration: NA	
Duration: NA	
Approve Refuse Go T)
Time Off Request	
Humphrey, Hubert H 8/20/2024 1:40 PM	
Employee Name and ID: Humphrey, Hubert H;40304	
Request Period: 10/01/2024 - 10/01/2024	
Approval Status: Submitted	
Duration: 08:00	
✓ × ₹	
Approve Refuse Go T	ò

In the Control Center, select Employee Requests to see the non-processed time off requests.

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Categories	• Fitter: $%_{\pi}$ ▼ No Status, Cancel Su 🗄 ▼ None 🖧 ▼ None 🕤	
0 Tasks	Request Employee	Time Off Request Humphrey, Hubert H
0 My Requests	Created On Employee Name and ID: Request Period: Approval Status	8/22/2024 11:42 AM Humphrey, Hubert H;40304 10/08/2024 - 10/08/2024 Cancel Submitted
2 Employee Requests	Duration: Request Status	NA Cancel Submitted
4 Timekeeping	Request Employee	Time Off Request Humphrey, Hubert H
0 Notices	Created On Employee Name and ID: Request Period: Approval Status: Duration: Request Status	8/20/2024 1:40 PM Humphrey, Hubert H;40304 10/01/2024 - 10/01/2024 Submitted 08:00 Submitted
	Request Status	Submitted

Select approve or refuse.

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Mark Done Approve Refuse Add Comments	Pending	D Edit	Cancel) Delete	
			Detail	S	

Highlighting the entire time off request will show more details about the time off request including accrual balances available.

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Time O Time Off	ff Request	II Submitte
2	Humphrey, Hubert Job Job GW/GWU/999999/Jol	н _b (
∼ Accru	ials	
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SIC (Hour) Available: 2) 24:00	
PND (Hou Available: (r) 0:00	
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> More	Details	
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Tuesday 10/ 9:00 am-5:0	/01/2024 0 pm	
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