

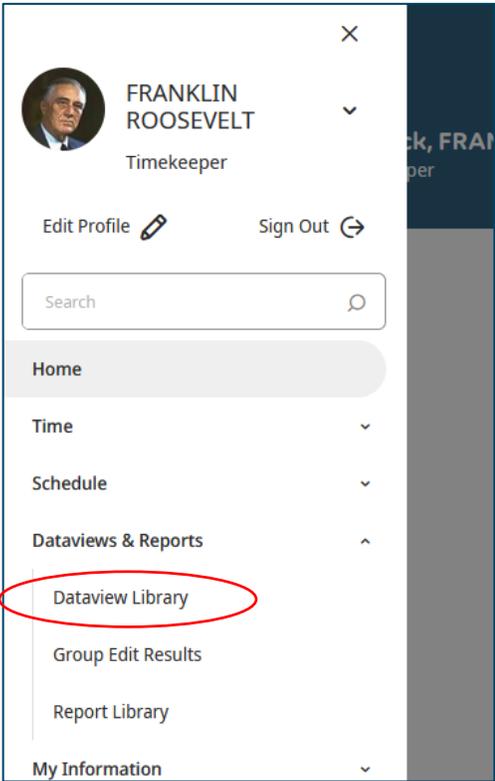
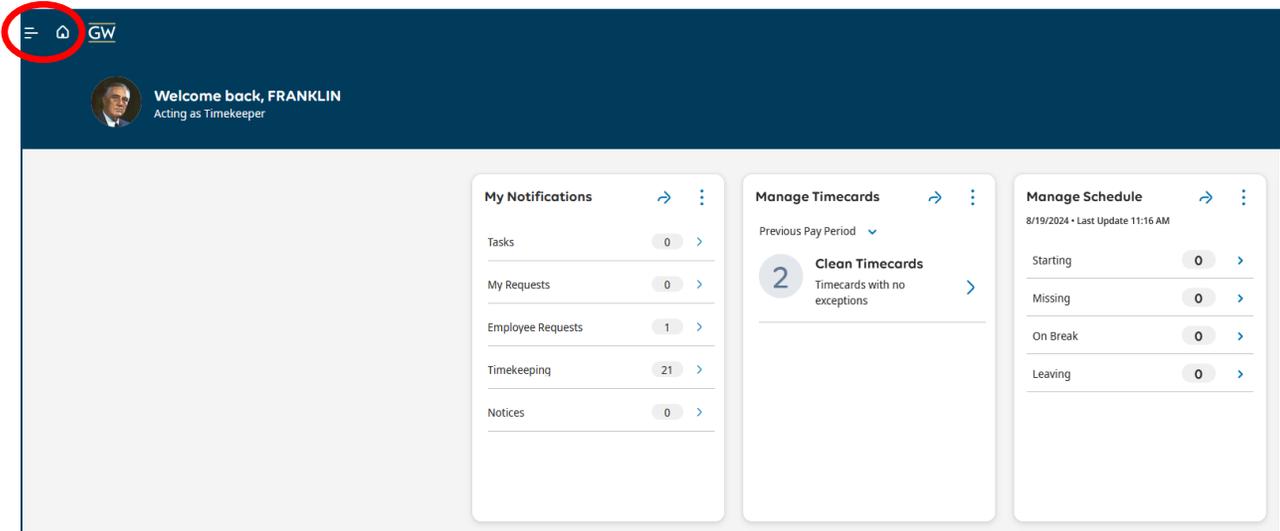
TIME OFF & LEAVE

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 <https://trs.gwu.edu>.

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



Select the GW Outstanding Time Off Requests dataview.

GW Dataview Library

Total [29]

Other
Count: 5

Name: Approvals Summary
Subject: Employee

Name: SignOff Issues
Subject: Employee

Scheduling
Count: 8

Name: **GW Outstanding Time Off Requests**
Subject: 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.

7/01/2024 - 6/30/2025

All Home Loaded 1:43 PM

Details Share Restore Save

Creation Date	Start Date	End Date	Duration	Symbolic Am...
2024 1:40 PM	10/01/2024 9:00 AM	10/01/2024 5:00 PM	8.00	Hours

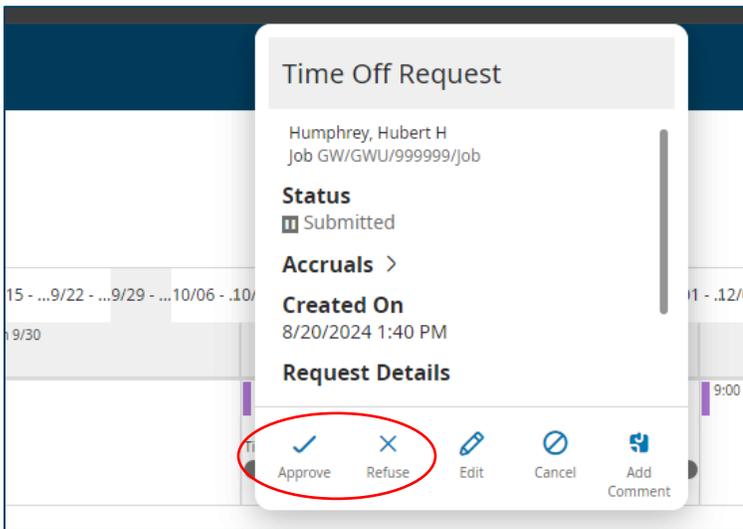
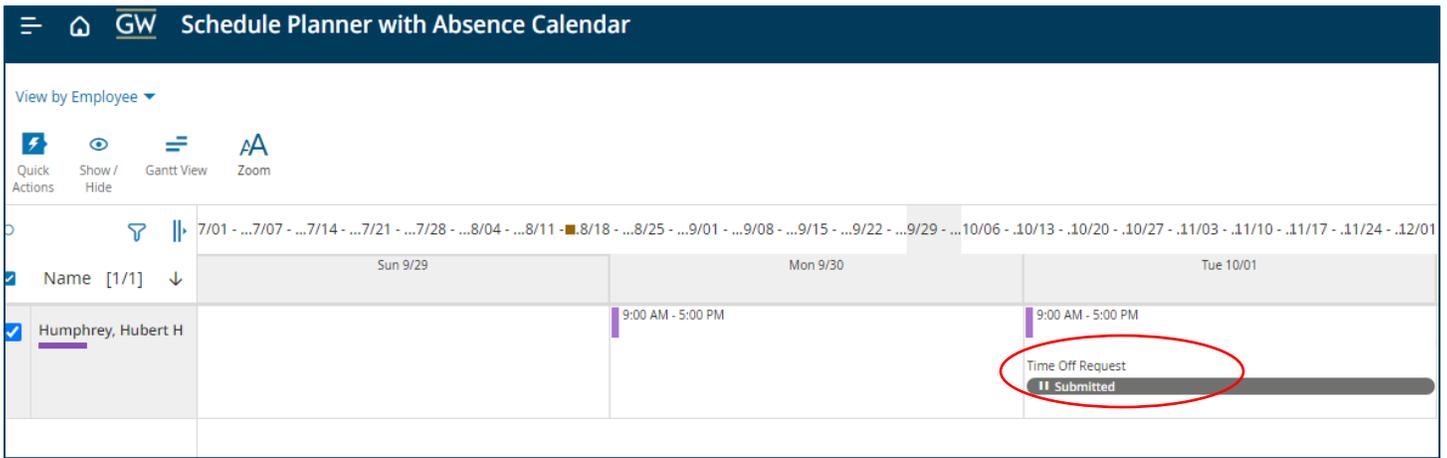
Employee ID	Employee First N...	Employee Last N...	Start Date	End Date	Status	Paycode Name	Duration	Symbolic Amount
GW1132	Hubert	Humphrey	10/08/2024 9:00 AM	10/08/2024 1:00 PM	Cancel Submitted	VACATION	4.00	Hours
GW1132	Hubert	Humphrey	10/01/2024 9:00 AM	10/01/2024 5:00 PM	Submitted	SIC	8.00	Hours

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.

The screenshot shows the employee profile for Humphrey, Hubert H. The 'Go To' option is circled in red, and its dropdown menu is open, showing 'Schedule' as the selected option, also circled in red.

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



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



Approve



Refuse



Go To



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 To

[View All](#)

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

Control Center

Show Detail | Select All | Refine | My Actions

Filter: No Status, Cancel Su... | None | None | Refresh

Categories	Request	Time Off Request
0 Tasks	<input checked="" type="checkbox"/> Request	Humphrey, Hubert H 8/22/2024 11:42 AM Humphrey, Hubert H;40304 10/08/2024 - 10/08/2024 Cancel Submitted NA Cancel Submitted
0 My Requests	<input type="checkbox"/> Request	Humphrey, Hubert H 8/20/2024 1:40 PM Humphrey, Hubert H;40304 10/01/2024 - 10/01/2024 Submitted 08:00 Submitted
2 Employee Requests		
4 Timekeeping		
0 Notices		

Select approve or refuse.

Mark Done | **Approve** | **Refuse** | Add Comments | Pending | Edit | Cancel | Delete

Details

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



1 of 1

Time Off Request

Submitted

Time Off



Humphrey, Hubert H

Job

Job

GW/GWU/999999/Job

∨ Accruals

VAC (Hour)

Available: 26:00

SIC (Hour)

Available: 24:00

PND (Hour)

Available: 0:00

TRANSITION (Hour)

Available: 0:00

> More Details

> Modified Dates

∨ Requested Dates

Paycodes

SIC (Hours)

Tuesday 10/01/2024

9:00 am-5:00 pm

> Comments & Status History

> Request Details