
THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC

TRS New User Training

COMPLIANCE & POLICY

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TRS New User Training

- Policy
- Processing Guidelines

COMPLIANCE

POLICY



Payroll Time Reporting Policy

It is the policy of the university to pay employees for time worked in an accurate and timely manner, in accordance with applicable laws, and to maintain the required supporting documents and records.

The [TRS Policy](https://hr.gwu.edu/Time-reporting) can be found at <https://hr.gwu.edu/Time-reporting>

Manager and Supervisor Responsibilities



- Being familiar with university policies governing hours worked, meal periods, overtime pay, and premium pay for shifts, weekends, and on call as defined in the Time Off & Leave Guide located on the Benefits Website and any other applicable documents, including collective bargaining agreements as appropriate.
- Ensure that nonexempt employees report all time worked by using the Time Reporting System. Employees can record start and stop times by using the telephone or other approved systems designated by their department.

Manager and Supervisor Responsibilities



- If the nonexempt employee is unable to record time due to a business or medical reason, departments may manually enter employees start and stop times in the Time Reporting System.
- Informing all employees of the importance of adhering to the university policies and departmental practices as they relate to time and attendance.
- Reviewing, approving, and reporting any paid and unpaid time off for both exempt and nonexempt employees.
- Reviewing nonexempt employee pay reports regularly and correcting any erroneous or missed entries on a timely basis.

Manager and Supervisor Responsibilities



- To ensure proper payment to all nonexempt employees by not modifying employee's punches, cutting overtime, or deleting employee's clocked time unless there is a valid reason or written communication by employee.
- Reviewing and approving time worked, leave time, and overtime for nonexempt employees in accordance with the bi-weekly Payroll Calendar.
- In limited circumstances, reviewing, approving and sending to Payroll Services any manual time sheets for nonexempt employees no later than the "**Due Date**" noted on the bi-weekly Payroll Calendar.
- Maintaining work and leave records for all full time and regular part time employees assigned to the department.


DC Wage Theft Prevention (Nonexempt Clocking)



- Precise in and out punches must be entered for all nonexempt employees
- All **nonexempt employees** are to be clocking in and out using the method designated by the department
- Timekeepers should only be editing the time for missed punches or mistakes.
- Timekeepers should have a detailed 📧 email from the employee stating reason edit is needed.

DC Wage Theft Prevention (Nonexempt Clocking)



- Timekeepers should add detailed comments  when editing the time card
- All time reporting documents, including emails asking for edits, must be saved for 3 years.
- All **nonexempt timekeepers** must clock in using the provided Time Reporting clocking designated by the department. Do not manually enter your personal punches directly onto the timecard with your timekeeper permissions.

Record Retention

Time reporting documents should be saved for 3 years.
Documents that could count towards an employee's time record are:

- Emails referring to time
- Manual timesheets



Employee Classifications

Classifications for Employee Payment

- 🕒 **Bi-weekly nonexempt (clock in/out)**
 - 🕒 Employees are paid bi-weekly
 - 🕒 Employees clock in and out and are eligible for overtime
 - 🕒 Need a TRS time approval
 - 🕒 Employee requests Time Off from TRS

- 🕒 **Bi-weekly paid Exempt**
 - 🕒 Employees are paid bi-weekly
 - 🕒 Employees do not clock in and out and are not eligible for overtime
 - 🕒 TRS Payrules starts with 'E'
 - 🕒 Timecard populates with a schedule of purple punches
 - 🕒 Need a TRS time approval
 - 🕒 Employee requests Time Off from TRS

- 🕒 **Monthly paid Exempt**
 - 🕒 Employees are paid from Banner at the end of the month
 - 🕒 Employees are in TRS for Time Off
 - 🕒 Payrule starts with 'M'

Meal Breaks



- ⌚ If a nonexempt employee does not take a lunch break of at least 30 minutes, or works while eating lunch, that time is compensable work time.
- ⌚ Nonexempt employees must be paid for all time worked. If the employee works through lunch, the supervisor/timekeeper must remove their auto meal break from the Time Reporting System.
- ⌚ A *“bona fide meal period”* is any break that is at least 30 minutes long and where the employee is relieved from all work duties. Such breaks are not compensable work time.

Meal Break Settings



- ⌚ Nonexempt employees have a default of 1 hour meal break.
- ⌚ Temp and student employees default into TRS with no meal break.
- ⌚ If you have union employees check with the Time Reporting Administrator or the collective bargaining agreement.
- ⌚ Employees should talk to their manager if they would like their break modified.

Meal Break Settings



- 🕒 Employees meal break will be deducted after 5 ½ hours of work.
- 🕒 Employees can cancel their automatic meal break. They should have manager's approval to do so.
- 🕒 Employees can choose to have their automatic meal break removed and clock in and out instead.
- 🕒 If an employee's position changes, their meal break will revert back to the [default setting](#).

Overtime



- ⌚ Employees who are classified as nonexempt under the FLSA for all hours worked.
- ⌚ They are eligible to receive 1 ½ times the regular rate of pay **for all hours worked over 40 in a work week.**
- ⌚ If you have union employees check with the Time Reporting Administrator or the collective bargaining agreement for premium pay eligibility.
- ⌚ Nonexempt employees, including temps and students, may not volunteer to work additional hours without compensation.

Overtime

- ⌚ Compensatory time may not be given in lieu of overtime.
- ⌚ If a nonexempt employee worked more than 40 hours, the university must pay overtime. Supervisors should note, however, that university policy states that employees who work without prior approval are not following policy and may be subject to disciplinary action.
- ⌚ Exempt employees are not eligible for overtime.
- ⌚ Non-worked hours such as sick, annual, and holiday do not count towards overtime.



Processing Guidelines



Payroll Calendars



- 🕒 The TRS System is used to pay bi-weekly paid employees
- 🕒 The TRS System is used to Request Time Off for bi-weekly and monthly paid employees
- 🕒 Timekeepers should be reviewing time cards regularly and when employees send requests to edit
- 🕒 Bi-weekly employees Time Off Requests should be approved by the bi-weekly approval due date

Payroll Calendars



- 🕒 The work week and bi-weekly calendar runs from Sunday – Saturday

- 🕒 **Bi-weekly Calendars** can be found at <https://hr.gwu.edu/payroll>

- 🕒 The bi-weekly Calendar will provide you with the following info:
 - 🕒 *Banner Pay #, Pay Period Begin Date, Period End Date, Approval Due Date, Pay Date*

- 🕒 The **bi-weekly Department Approval Due date** is Tuesday at noon unless otherwise stated on the Calendar

Department Approval



- Departmental approvals are due on Tuesday at noon
- Please check [Payroll Website](#) for any date changes
- If you are unavailable, you must have a backup timekeeper
- Please consult with your Finance Director or manager to find an alternative timekeeper
- Delegate your access to another timekeeper while you're out
- University Payroll can be held up if you do not approve your department's time
- If time is approved late or missed, we contact HR, Finance Director, and Head Supervisor
- We track and report late approvals to Finance Directors

Time Off

- 🕒 Refer to the [Benefits Time Off & Leave Guide](#) for information on time off and leave.
- 🕒 Time Off resources can be found at <https://hr.gwu.edu/paid-time>
- 🕒 Questions can be directed to Benefits at 571-553-8382 or timeoff@gwu.edu.



Holidays

- Benefits eligible staff must be in paid status immediately preceding and following a holiday to be paid for that holiday. Paid status includes hours worked and paid time off such as annual and sick time.
- Non-benefitted student and temp staff do not receive holiday pay
- Part-time, nonexempt employees default into TRS with 4 hours of holiday pay. Per GW Policy, part-time employees receive prorated holiday hours based upon percentage of effort. Timekeepers should adjust the HOL pay accordingly.
- Instructions for updating the Holiday, if needed, Payroll Website under TRS Instructions.



Clocking Instructions



There are three options for time entry:

- 🕒 PC Browser Time Stamp
- 🕒 Phone Time Stamp
- 🕒 Mobile Time Stamp

🕒 Time stamp instructions are on the [Payroll Website](#)

Note: All nonexempt employees must clock in by the approved clocking system designated by their department. The Timekeeper should be approving and editing the timecard per the University Policy.

Rounding Rules

- 🕒 The TRS does not round employees punches unless the employees bargaining unit requires it.
- 🕒 Punches pay per the minute
- 🕒 If you have union employees, check their agreement or with the TRS System Administrator

Student Workers

- 🕒 It is recommended that student employees work no more than 20 hours, on average, per week so that they can focus on their academic studies and so that more students can take advantage of the limited opportunities
- 🕒 Non-benefitted temp and student employees are not eligible for pay codes such as HOL and UCL.
- 🕒 Students should only work outside of scheduled class time because remember, student employees are students first
- 🕒 Employees cannot work until they are officially hired

International Students

- 🕒 International students may not work more than 20 hours per week at the University while school is in session (fall, spring, required summer terms) because doing so may jeopardize their visa status.
- 🕒 International students may work over 20 hours per week during official school breaks (summer, spring break, etc.)
 - 🕒 **IMPORTANT NOTE:**
International students **are not authorized to** work over 20 hours per week during the summer if summer is their first or final term
- 🕒 If you have specific concerns or inquiries please send an email to iso@gwu.edu.

Policy Review



- 🕒 Manual time sheets should be sent in for cases like missing time off and missed lunch breaks
- 🕒 Employees should not start working before they are hired
- 🕒 Employees should be clocking precise in and out punches using the TRS to follow the DC Wage Theft Prevention Act
- 🕒 Employees should review their time at least once a week to ensure accurate and timely pay

Policy Review



- 🕒 Timekeepers/manager should review employee's time card at least once a week and fix edits within 24 hours of employee's email.
- 🕒 All Timekeepers should have written communication from employees if editing the time card for any reason
- 🕒 Do not cut overtime. We must pay overtime if worked. If an employee is not approved for overtime but works it, then it becomes a disciplinary action.

Questions

- Please review the provided on-line training materials and pass the Quiz
- If you have not sent in a TRS request form please send it to timerep@gwu.edu.
- The TRS access form can be found at <https://hr.gwu.edu/payroll> under Forms
- Time reporting policy and training documents can be found on the [Payroll Services Website](#) under Timekeeping