

Compliance & Policy

TRS New User Training

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TRS New User Training Contents

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Compliance and 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 **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

Bi-weekly nonexempt (clock in/out)

- Paid bi-weekly
- Employees clock in and out and are eligible for overtime
- Need a TRS time approval
- Employee requests Time Off from TRS

Monthly paid Exempt

- Paid from Banner at the end of the month
- Employees are in TRS for Time Off
- Payrule starts with 'M'

Employee and System Setup

Meal Break Settings

- ⌚ 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.
- ⌚ If an employee clocks in and out for their meal break and does not take a full 30 minutes it will not be deducted.

Meal Break Defaults

Temps and Students

- Meal break defaults to **no meal break**
- Employee can timestamp in and out for meal break
- Auto meal break can be requested
- Employee needs to work 5 1/2 hours for auto meal break to be deducted
- Employees should talk to their manager if they would like their break modified.

Non-Exempt

- Meal break defaults to **1 hour meal break**
- Employee can timestamp in and out for meal break
- Auto meal break can be requested
- Employee needs to work 5 1/2 hours for auto meal break to be deducted
- Employees should talk to their manager if they would like their break modified.

Union

- If you have union employees check with the Time Reporting Administrator or the collective bargaining agreement (“CBA”)
- Employees should talk to their manager if they would like their break modified.

Meal Breaks



- ⌚ 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.
- ⌚ Some states require employers to provide a meal break, rest breaks, or both. Employees will be setup to follow regulations from the state they have recorded as their work location.
- ⌚ Timekeepers can email timerep@gwu.edu to edit meal breaks.

Overtime



- ⌚ Employees who are classified as nonexempt under the FLSA will be paid 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.
- ⌚ Some states have their own employment and overtime laws, while others follow the FLSA. Employees will be setup to follow regulations from the state they have recorded as their work location.

Processing Guidelines



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

TRS Approvals



- ⌚ 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

Department Approval



- Departmental approvals are due on Tuesday at noon
- If an employee has multiple positions the timekeeper for each department must approve the timecard if there is time worked for their area.
- 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
- 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

TRS Notifications

- TRS notifications are sent to timekeepers and employees. Notifications such as missed punches, long intervals, and Bi-weekly reminders are sent out on a weekly basis.
- To receive emails on Time Reporting System alerts and outages please [subscribe](https://status.gwu.edu/) to receive updates at <https://status.gwu.edu/>.
- Processing notifications are emailed to Timekeepers the Friday, Monday, and Tuesday of bi-weekly approval.
- Timecard Exceptions can also be reviewed by timekeepers and managers from the **Manage Timecards Tile** on the TRS homepage.
- Employee punch requests can be reviewed from **Timecard Requests Needing Review Tile**
- Employees receive missed punch emails every day if there is a missed punch indicator on their timecard
- Timekeepers and Employees receive **Late Approval emails** and **Missed Punch** reminder emails on bi-weekly Processing Tuesday.

Time Off

Time Off

- Students accrue sick time. Accruals vary by primary job and, in some cases, hours worked. Please see the [Time Off & Leave guide](#) on the [GW Time Reporting System website](#).
- **Student sick time** shows on the primary job but it is charged to a central budget and does not affect departmental budgets
- Eligibility for the various time off and leave programs is based on your primary job at GW (e.g., faculty, staff, graduate assistant, medical residents, temporary workers or student employees, etc.), years of benefits-eligible service, part-time or full-time status, and in some cases, your actual hours worked.

Time Off

- ⌚ Refer to the [Benefits Time Off & Leave Guide](#) for information on time off and leave
- ⌚ Time Off resources can be found on the [GW Time Reporting System website](#) at <https://hr.gwu.edu/time-reporting-system-trs>
- ⌚ 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, can be found on the [GW Time Reporting System Website](#) under TRS Instructions.

Time Off Requests for Signed Off Pay Periods

The university does not allow historical edits or adjustments in the Time Reporting System (TRS) to pay periods after the departmental due date. A manual timesheet must be submitted to payroll_payreq@gwu.edu to adjust an employee's pay, including missed vacation and sick time hours.

Historical vacation and sick time off requests are allowed in prior periods. Payroll Services will release the hold on historical time-off requests only, generally the day after the departmental due date for the pay period by COB.

Adding an Historical Correction for Time Off

- Time Off can be added or canceled for a prior pay period by the manger or the timekeeper. Time Off resources can be found on the [GW Time Reporting System](#) website.
- Time Off can be added or canceled for a prior pay period by the employee. Time Off resources can be found on the [GW Time Reporting System](#) website.
- A manager or timekeeper should navigate to the **employees Schedule** and search for the request using the appropriate date range and then approve or refuse the request and submit a timesheet for payment if required.
- Historical Edits are not in employee time card Totals and a **manual timesheet will be required for any nonexempt employee** who was not paid.
- Timesheets for exempt employees who were paid regular hours instead of time off hours do not need to be submitted

Clocking Instructions

Clocking Instructions

There are three GW approved options for time entry:

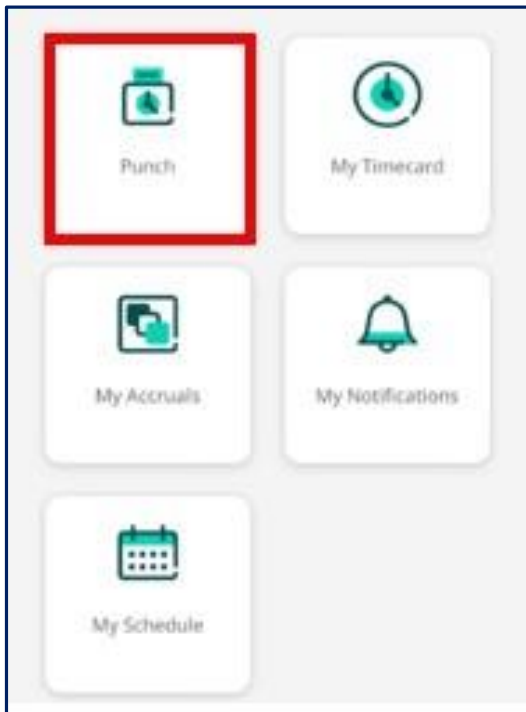
- 🕒 PC Browser Time Stamp
- 🕒 Phone Time Stamp
- 🕒 Mobile Time Stamp

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

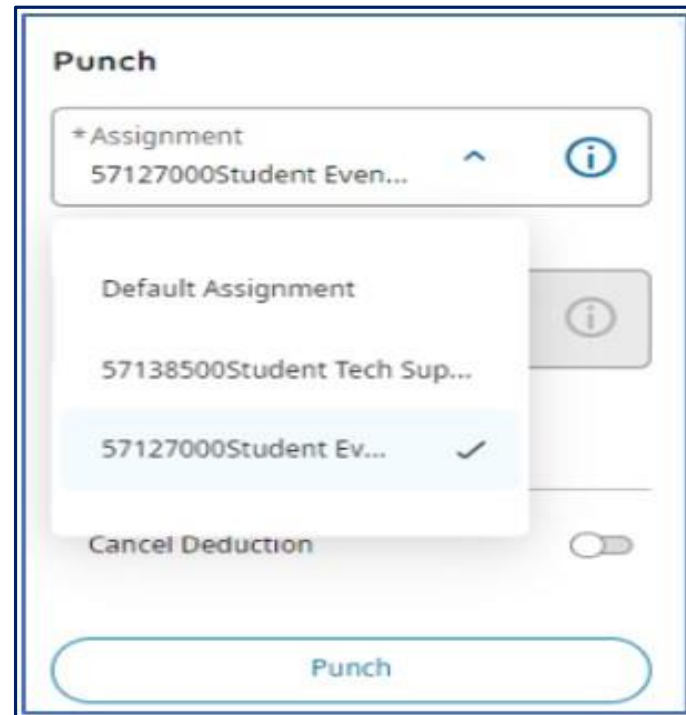
Note: All nonexempt employees must clock in by the approved clocking system designated by their department. The Timekeeper should be approving and editing the timecard per the University Policy.

Mobile & Browser Time Punch

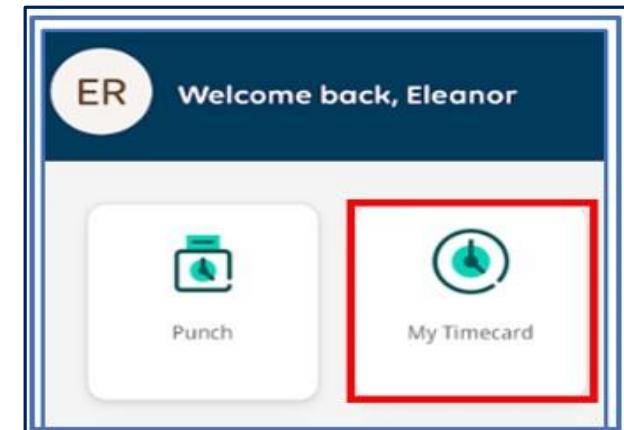
Mobile & Browser Punch Tile



Punch Tile



View & Edit Time



Phone Clocking

- Employees can clock in and out by phone using 202-994-2274. Full instructions are on our [GW Time Reporting Website](https://hr.gwu.edu/time-reporting-system-trs) at <https://hr.gwu.edu/time-reporting-system-trs>.
- Timekeepers can see all primary and secondary positions without the need for them to clock in and out
- Employees wanting to clock in and out of a secondary position using the phone can do a Labor Transfer
- Employees with a primary monthly position and a secondary temp position will need to use the phone to clock in and out using a Labor Transfer

Phone Clocking Labor Transfer

In most cases the Mobile app and computer browser are the preferred method for secondary clocking. However, employees can clock in using the phone with a labor transfer to charge time to a secondary position.

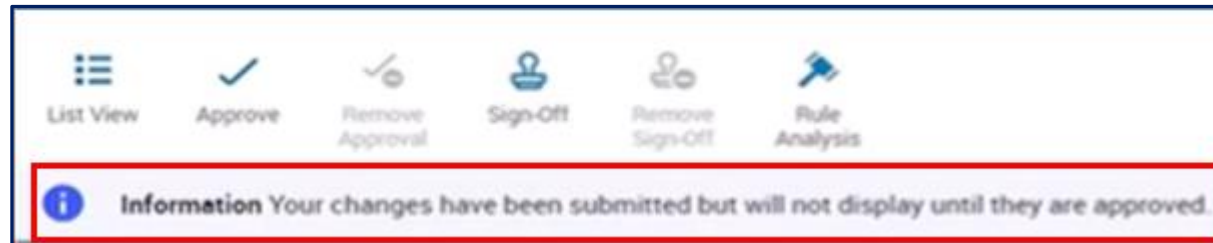
- Employees will need to enter their **8 digit position** number when using the phone.
- The position number will display in the transfer column. This takes precedence over the assignment field.
- If transfer codes are present in the time card you can **CTRL + C** to copy it and **CTRL + V** to paste it on the correct shift. Only do this if you are the timekeeper for that position.
- The transfer code will take preference over the job assignment

Schedule	Absence	Assignment	In	Out	Transfer
		57156700Student Resident Cmty Enga...	9:11 AM	4:02 PM	57127200
		57127200Student Facility Asst I	9:03 AM	4:05 PM	

Correcting Employee Punches

Employee time card correction options:

- Employees can notify their timekeeper when time is incorrect.
- The timekeeper can make the change with comments.
- Employees can log into TRS and make the update on their time card.
 - Once the correction is made a notification will be sent to the manager.
 - The timekeeper can review punch requests from the tiles on the homepage.
 - Employees will receive a message stating that changes will not be saved until approved.



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 collective bargaining agreement (“CBA”) 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.

Employee Schedules

Nonexempt Employee Schedules

Schedules are required for all nonexempt benefited employees in TRS. Schedules will be used to assist with tracking holidays, overtime, and missed punch corrections.

- All benefited nonexempt employees will be given a default Schedule Group of 8:30 am to 5:30 pm
- Default schedules can be removed and then the correct Schedule Pattern can be applied by the Timekeeper
- If Schedules are not applied Time Off and Holidays will not populate correctly

Wage Employee Schedules

- By default student workers do not have an assigned schedule
- It is recommended that timekeepers add schedules for international Students
- Work schedules will not affect employees pay but will allow TRS to send a notification when the employee has reached 18 hours letting them know they are approaching their 20 hour limit.

TRS ACCESS

Difference between Timekeepers & Time Off Managers

- **Timekeepers:**

- They can select from 3 different types of access.
- If they want edit or edit approve access they need to take training and submit a TRS Access Form.
- Access is granted by home org or report to employees

- **Time Off Managers:**

- Access is setup automatically if they have employees that report to them.
They only see the employees that report to them.
- Their access and direct reports are pulled from Banner.
- They do not have access to edit or approve time cards.

Assigned Manager

- For **regular employees** work with your [HR Business Partner](#) to update the assigned manager. Once updated in Banner TRS will update the next day.
- For **student employees** work with Student Employment to update the assigned manager. Initiate a **Supervisor Change Form** in the [SE Talent Management System](#). Review the [Hiring Manager User's Guide](#) for step-by-step instructions. Once updated in Banner TRS will update the next day. Email gwse@gwu.edu with questions.
 - **NOTE:** If you have multiple employees to update please complete a **bulk supervisor/hiring manager** change request form.
- **Affiliate Supervisors** with temp employees can fill out a [TRS Access Form](#) to gain "Read Only" access to the employees home org. This will give access to review and approve **Time Off**. If you need to edit and approve time cards you can follow the instructions on our [Payroll Services website](#) to gain TRS Timekeeper access.

Delegation for Time Off

Delegation is the process of temporarily assigning your Time Off access to another employee who does not have the same access as you.

Delegating Time Off

- Managers can Delegate Time Off access to other Managers or Timekeepers
- Time Off emails can be forwarded using the GW mail system

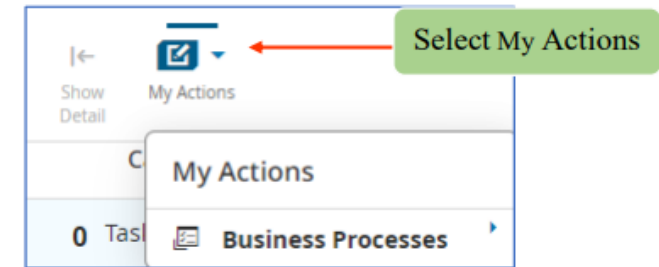
Timekeeping

- An updated TRS Access form is needed from the Finance Director for Timekeepers needing additional access

Delegation for Time Off

If you are unavailable to approve time off you can delegate your access to another timekeeper or manager if they are not currently setup as a backup

- Select **Control Center** icon
- Select **My Actions** on the blue bar to start the delegation process
- You can setup more than one delegation for a time period
- Time Off managers can delete to timekeepers or other Time Off managers
- The manager can contact timerep@gwu.edu to have Payroll start the Delegation process



Policy Review

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.

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

Completing TRS Access

- 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](https://hr.gwu.edu/timekeeper-training) under Timekeeping at <https://hr.gwu.edu/timekeeper-training>.
- Once the Quiz has been successfully completed and passed, please email the TRS administrator at timerep@gwu.edu stating you have completed your TRS Access Form and Quiz.
- You will normally receive access within 2 days.