

Employee Time Reporting System (TRS) Training



Agenda



- 🕒 Payroll Policy
- 🕒 Time Off
- 🕒 Clocking in and out
- 🕒 Meal breaks
- 🕒 Rounding
- 🕒 Schedules

Payroll Time Reporting Policy

- For nonexempt employees only, reporting arrivals, departures, and authorized breaks by using the TRS on a phone or computer designated by the employee's supervisor each workday
- For nonexempt employees only, viewing timecard regularly and reporting discrepancies to employee's supervisor no later than the "Due Date" noted on the [Biweekly Payroll Calendar](#)
- Providing the employee's supervisor with a written request for all paid and unpaid time off.
- Adhering to university policy and departmental rules relating to time and attendance.
- Reporting promptly any discrepancies between time worked and pay to the supervisor or Payroll Services.

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

Time Off

- Accruals vary by primary job and, in some cases, hours worked. Please see [Time Off & Leave guide](#) on the Benefits website.
- For questions email Benefits at timeoff@gwu.edu.

Employee Clocking Options



The university is required by law to pay all non-exempt employees on an hourly basis, even though they have a standard schedule and normally work a standard number of hours. Non-exempt employees are required to clock in/out using the university's Time Reporting System for both primary and secondary jobs. Clocking into the correct job is essential to being paid correctly.

Employees should check their time card daily and at least weekly and notify your timekeeper and manager A.S.A.P if there is an issue.

Clocking Options:

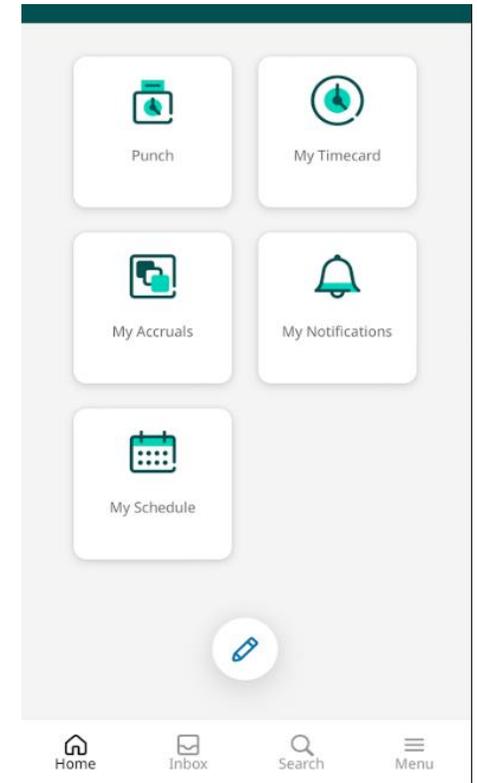
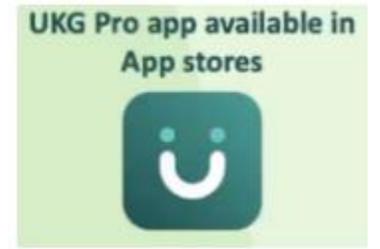
- Phone
- Mobile App
- PC Browser Phone

Clocking options can be found at <https://hr.gwu.edu/trs-managing-my-time>

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 App - Employees

- Employees can use the mobile app.
- Use of the [mobile app](https://hr.gwu.edu/mobile-app) is voluntary and employees must review the user agreement, provide consent, and follow the installation instructions for access. You can go to <https://hr.gwu.edu/mobile-app> to review and consent to the agreement to download and use the mobile app.
- Employee Mobile App options are:
 - Punch if non-exempt
 - View Timecard
 - Review Accruals
 - Review Notifications
 - Review Schedule and Request Time Off



Browser Screen

- Employees can select the punch button from a browser window to clock in or out.
- If they cancel deduction they are canceling an auto meal break

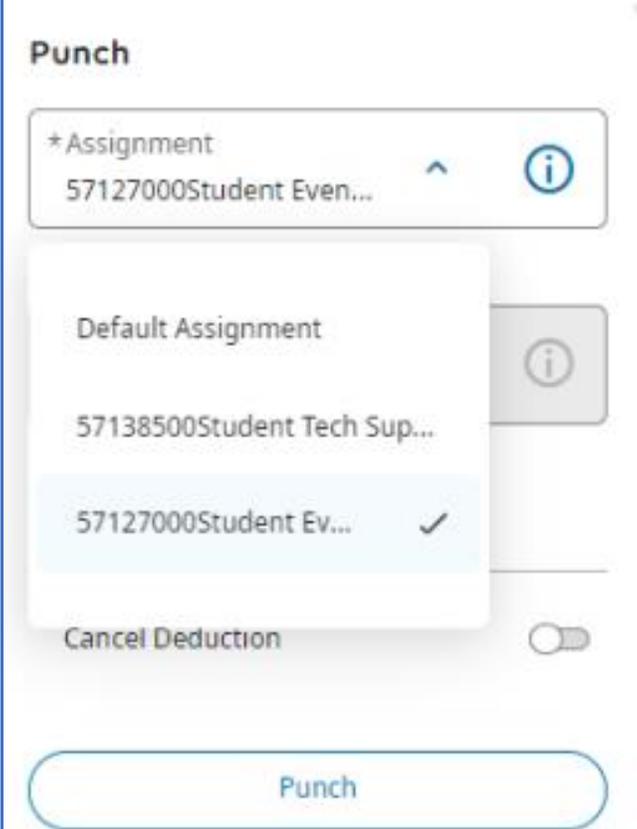
The screenshot displays a user interface for an employee named Eleanor. The top navigation bar includes a hamburger menu, a home icon, the initials 'GW', and a notification bell. Below the navigation bar, a circular profile picture with 'ER' and the text 'Welcome back, Eleanor' is visible. The main content area consists of several cards:

- Punch:** A card with a 'Cancel Deduction' toggle switch (currently off) and a large blue 'Punch' button at the bottom. A blue arrow points to this button.
- My Timecard:** A card showing 'Exceptions' with a count of '0' and a message 'No data to display.' accompanied by an icon of a person sitting at a desk.
- My Accruals:** A card showing 'Balance as of Today' with a large '08:00' and 'SIC' label. Below it, there are navigation arrows for 'PND', 'Hour', and 'TRANSITION', and a 'Planned Takings' section showing '00:00'. A 'Time-Off Request' link is at the bottom.
- My Notifications:** A card with a list of notification categories, each with a count of '0' and a right-pointing arrow: 'Tasks', 'My Requests', 'Timekeeping', and 'Notices'.
- My Schedule:** A card showing a calendar view for 'Today' (Tue 13) and the next few days (Wed 14, Thu 15), all with the message 'You have nothing planned.'

Mobile and PC Time Stamp Job Assignment

Employees can select a job assignment when they time stamp using the mobile app or PC browser time stamp.

- 🕒 Employees will select a drop down and choose from their active job list.
- 🕒 If the assignment was selected wrong the employee or timekeeper can go adjust the assignment by clicking in the assignment field on the time card and selecting the correct assignment.
- 🕒 If the assignment is not there the position is not hired.



The screenshot shows a mobile application interface for time stamping. At the top, the word "Punch" is displayed. Below it is a dropdown menu for "Assignment" with the current selection "57127000Student Even...". An information icon (i) is visible to the right of the dropdown. A list of available assignments is shown below the dropdown, including "Default Assignment", "57138500Student Tech Sup...", and "57127000Student Ev...". The "57127000Student Ev..." option is highlighted with a checkmark. At the bottom of the list, there is a "Cancel Deduction" toggle switch. A large "Punch" button is located at the very bottom of the screen.

Phone Clocking- Primary Job

- To access the Time Reporting System, dial 202-994-2274 (4-2274).
- The voice prompt will respond, "Please enter your employee number followed by the pound key."
- Enter the eight digits following the 'G' of your GWid number.
- The system will respond with the following menu options.
 - To record clock in or clock out **press - 1**
 - Enter the appropriate clock code.
 - To clock in Press - 1
 - To clock out for (All Jobs) - Press 2
 - To cancel a meal deduction Press - 5
 - To end the call Press – 0
 - **To clock out** for (All Jobs) **Press 1** to clock in or out then **Press 2** to clock out.

Phone Clocking – Secondary Job

- To access the Time Reporting System, dial 202-994-2274 (4-2274).
- The system will respond, "**Please enter your employee number followed by the pound key.**"
- To record your arrival at your secondary job **Press - 2** to access the account transfer menu.
- To do a labor account transfer (Secondary Job) **Press - 2**
- Please enter a value for labor level 1 followed by the # key or your home Press *.
 - Enter your 8 digit position number followed by the # key. The voice prompt will provide the time. Enter 0 to end the call.
 - When entering a secondary position that starts with a letter 'A' or 'B' change the letter to a number '7'. Example: If the position is A12345 enter in 712345 at the phone.
- **To clock out** for (All Jobs) **Press 1** to clock in or out then **Press 2** to clock out.

Adding a Labor Transfer by Phone

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.

Schedule	Absence	Assignment	In	Out	Transfer
		57156700 Student Resident Cmty Enga...	9:11 AM	4:02 PM	;;;57127200;;
		57127200 Student Facility Asst I	9:03 AM	4:05 PM	
		57156700 Student Resident Cmty Enga...	9:04 AM	4:01 PM	;;;57127200;;

Employees with Primary Monthly Positions and Secondary Temp

Employees with a primary monthly position and a secondary temp position will need to use the phone to clock in and out.

- 🕒 Employees who have a primary monthly position and one secondary temp position please follow the phone instructions for calling in as a primary position.
- 🕒 Clock in as a primary position and the time will charge to the secondary position in the “Audits”

+	⊖	Mon 8/12						
+	⊖	Tue 8/13			19762300Assistant Director Recruiting...	7:35 AM		
+	⊖	Wed 8/14						

All	All	<input checked="" type="checkbox"/> Assignment Grouping
Assignment	Location	Labor Category
40244200Assistant Instructional Designer	GW/LIB/103101	40244200,
	GW/LIB/103101	40244200,

How Employees' find Job Info

Employees can find their job info on self-service GWeb. This can help them determine if their current job is hired, what jobs need to be terminated, correct clocking order if they have multiple positions at GW.

- Log into it.gwu.edu/gweb
- Navigate to **Employee Information** tab
 - Select **Employee Dashboard**
 - Select **Job Summary**
 - Active jobs will be displayed
 - If job is not displayed you are not hired yet
 - Select **Job Information** to review job details
 - Tile shows 8-digit position number
 - **Contract Type** displays if position is “primary” or “secondary”
 - **Orgn Code** displays the 6-digit department number

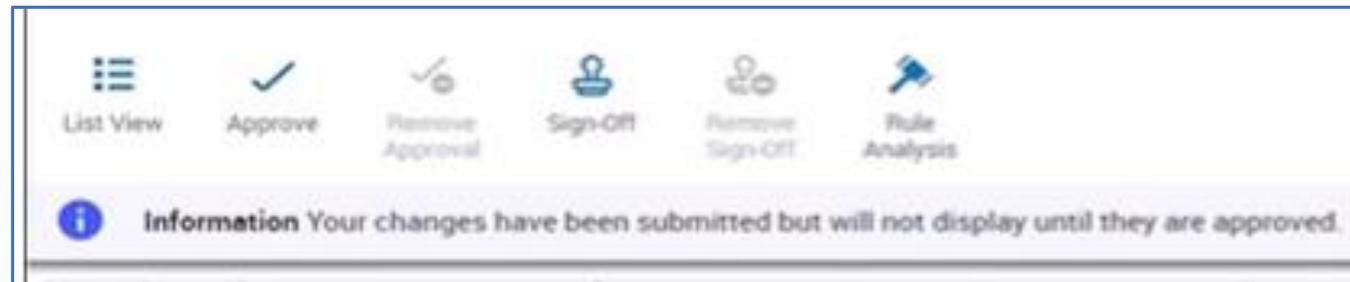
Job Information	
Current Job	
Institutional Research Analyst, 401579-00	
Personnel Date: 08/11/2023 Reason for Change: New Hire Job Salary or Hourly Rate: \$66.00 Effective Date: 08/11/2023 Status: Active Contract Type: Secondary	Title: Institutional Research Analyst Department Name: PAYROLL SERVICES -N Shift: 1 Orgn Code: 617005
Sys Admin, Time Reporting Sys 600545-00	
Personnel Date: 02/01/2023 Reason for Change: Aging Salary Structure Job Salary or Hourly Rate: \$109,153.18 Effective Date: 02/01/2023 Status: Active Contract Type: Primary	Title: Sys Admin, Time Reporting Sys Department Name: PAYROLL SERVICES -N Shift: 1 Orgn Code: 617005

Correcting punches

If an employee forgets to clock in or out or the punch times are wrong the user can ask the timekeeper to update the time card or make the update themselves.

Employee time card correction options:

- Notify timekeeper and manager when your time is incorrect
- Employee logs into TRS and makes update on their time card
 - Once the correction is made a notification will be sent to managers and timekeepers for review. Only timekeepers can approve the request.
 - Employees will receive a message stating that changes will not be saved until approved.



Punch Correcting Tips

You should be clocking using the phone, mobile app, or window browser.

Appropriate Uses:

- Use punch request when you have missed punches
- Use punch request when asked to work longer after you already clocked out

Multiple punch requests:

- Please do not submit multiple punch requests for the same time.
 - **Example:** If you requested a 8:30am punch on Monday, 8/19 then you want to change that request. Please wait until that request was accepted or email the timekeeper instead asking them to refuse it.
- If you email the timekeeper please alert them that you submitted a punch request
- Give the timekeeper time to review and approve your request

Meal Break Settings

- ⌚ Meal breaks are implemented using the employees work location
- ⌚ 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. If an employee clocks in and out for less than a 30 minute meal break the meal break will not be deducted
- ⌚ Default Meal break settings:
 - ⌚ Non-Exempt employees have a default of a 1 hour meal break.
 - ⌚ Temp and Student employees have a default of no meal break.
 - ⌚ Talk to your manager if you would like that modified.
- ⌚ Auto meal breaks will be deducted after 5 ½ hours of work.
- ⌚ You can cancel your automatic meal break at the phone or time stamp tile. You should get your managers approval.
- ⌚ You can choose to have your automatic meal break removed and clock in and out for your meal break.
- ⌚ If your position changes your meal break will go back to the default setting.
- ⌚ If you have union employees check with the Time Reporting Administrator or the collective bargaining agreement.

Rounding Rules

Start & End Shift Punches



- 🕒 The TRS does not round employees punches unless the employees bargaining agreement requires it.
- 🕒 Punches pay per the minute
- 🕒 Union employees, check the bargaining agreement (CBA) or with the TRS System Admin.



Schedules

Schedules

- By default, all nonexempt employees are assigned a standard schedule group of 8:30 am to 5:30pm. Timekeepers can update this to reflect the employee's actual working hours.
- Work schedules do not impact pay but enables TRS to send overtime notifications to nonexempt employees.
- By default student workers are not assigned a work schedule. If you are an international student, we recommend that your timekeeper assign a schedule to help you stay within your 20-hour weekly work limit.
- International students with active schedules will receive a notification at 18 hours reminding them that they are approaching their 20 hour work limit.

Need TRS Help ?

- Email timekeeping questions to:
 - timerep@gwu.edu
- Email time off questions to:
 - timeoff@gwu.edu
- Website:
 - <https://hr.gwu.edu/payroll>
- Helpful Tips:
 - <https://hr.gwu.edu/trs-managing-time-timekeeper>
- Manager Resources:
 - <https://hr.gwu.edu/manager-resources>

SUPPORT

