Creating Historical Time-Off Requests

The university does not allow edits or adjustments in the Time Reporting System 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 annual and sick time hours.

Annual 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.

- Time-off can be added or canceled for a prior pay period by the manager or the timekeeper through the ‘Request Manager’
- Time-off can be added or canceled for a prior pay period by the employee through ‘My Calendar’

After the request is made by either party, the manager or timekeeper should return to the Request Manager 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.

Reviewing an Historical Time-Off Request

- Corrections on time cards will be indicated with a black dot on the date the correction was made
- Under the Historical Corrections tab you can view any historical time-off requests made for that time period.
- Note, it will indicate that it was not included in the Totals and a manual timesheet will be required for any non-exempt 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.