**Time Reporting System (TRS) Access/Changes Request Form**

Use this form for **TimeKeeper (TK) / Manager** TRS access requests.  The completed form should be sent via email to timerep@gwu.edu or faxed to 571-553-4406.  Be sure to complete all requested information and sign the form before forwarding.  Once the new access (or access change) has been created, the user will be contacted by the TRS Security Administrator.  Please see the Instructions page for questions regarding the completion of this form or contact the TRS Security Administrator at 571-553-4407.

**Users requesting *Data Entry Only* and *Data Entry & Approve* access are required to complete the TRS Basic training class. You will not be given access to the TRS system until you have successfully completed the TRS training class. Please see instructions page 4 regarding TRS training.**

**Section One – User Information**:

1.1     This is a request for (*note, TK = Timekeeper*):

☐ New TK/Manager Logon ID     ☐ TK/Manager Access Change     ☐ TK/Manager Delete Logon ID

1.2     Request Date: _____

1.3     TRS Logon ID (if for access change): _____

1.4     Have you taken TRS Training & passed Quiz? (if yes give date): _____

1.5     First Name: _____

1.6     Last Name: _____

1.7     GWid (required): _____

1.8     GWU Email Address (required): _____

1.9     Office Telephone Number (required): _____

1.10    Home Department (Banner Org Number): _____

1.11    User's Title: _____

1.12    Work Location (Building, Room, Street, City):

_____

_____

_____

1.13    Supervisor/Department Head: _____

1.14    Supervisor/Department Head Phone No.: _____

**Request for TRS Access / Existing Access Changes (cont'd)**

**Section Two – Requested Access:**
Use the Sections below to indicate access level. (Note: *All Timekeeping access comes with edit and approval access to Time Off*)

2.1     Type of access required: ☐ Read Only ☐ Data Entry Only ☐ Data Entry & Approve

2.2     Access required for (if access change: ☐ Add ☐ Delete):
        Department Number
        (Banner Org):                    Department Name:

        _____          _____
        _____          _____
        _____          _____
        _____          _____
        _____          _____
        _____          _____
        _____          _____
        _____          _____
        _____          _____
        Attach additional orgs

2.3     Copy Timekeeper Access: _____

2.4     Access Profile and Labor Level Set Name (Internal Use Only):

        _____


**Section Three – Signatures:**

Requester's Name:                        Requestor's Signature:

_____            _____

Supervisor/Department Head Name:         Supervisor/Department Head Signature:

_____            _____

VP, Finance Director, Dean's Name:       VP, Finance Director, or Dean's Signature:

_____            _____

<div align="center">

**By signing this document, you indicate that you have read and understood the
TRS User's Agreement.**

**TRS USER'S AGREEMENT**

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This User's Agreement must be read and understood by all users requesting access to the TRS.  By signing the Time Reporting System (TRS) Access/Changes Request form, you are indicating that you will comply with the agreement included below with an understanding that violations will result in loss of timekeeper access.

Employees have a duty to comply with university guidelines with respect to time and attendance. Supervisors and timekeepers have a duty to be familiar with those procedures as well as the basic provisions of the Federal Fair Labor Standards Act (FLSA) covering time reporting and record keeping. This policy applies to both exempt and nonexempt bi-weekly employees under the FLSA.

By signing this application, I agree that I will not copy nor disclose to any party, (GW employee, GW Student or anyone else) proprietary or confidential information, including proprietary licensed software residing on the GW computer systems. I also agree not to disclose to any party (GW employee, GW student or anyone else) my access codes and/or passwords. I agree to treat as confidential all programs, files, and information residing on any programs and files to which I have been granted access.

I further agree to keep confidential any and all data or information, whether in electronic or printed format, in accordance with the policies and procedures of The George Washington University, and any District, State, or Federal laws. This includes the confidentiality of information concerning GW's students, employees, vendors, and donors, as well as University's propriety information. This latter is addressed in policy statement "Data Security and Asset Protection" issued by the Office of the Vice President and Treasurer. The confidentiality of student records is defined in the provisions of the Family Educational Rights and Privacy Act, as amended (20 U.S.C. 1232(G)), and with the regulations issued may be instituted against me.

The TRS Access/Changes Request form must be completed to request access to TRS or to change your current access to TRS. Access changes include changes to the Security profile (Banner Organization, Unit - based access) of the user.

**Routing/Approval Process:**
1. User must complete and sign the TRS Access/Changes Request form.
2. Request form must be approved by the User's Department Head and Dean (if applicable).
3. Form should be submitted to the TRS Security Administrator in the Payroll Office (Fax to 571-553-4406) or (email to payroll@gwu.edu).
4. The Security Administrator completes the requested access addition or modification.
5. After a new user has attended a TRS training session, they will be notified by email that their TRS account ID and password is ready.
6. Current Users will be notified by email of completion of requested changes.

**Instructions for completing the TRS Access/Changes Request form:**

**Section One – User Information:**
1.1 Check the appropriate box for:
  ● New Logon ID – Check this box if you are requesting access for a new TRS user.
  ● Change Access Level – Check this box if you are requesting access changes or department additions or deletions to an existing user account.
  ● Delete Logon ID – Check this box if you are requesting a user's access be terminated. Use this box if the user has left the University or has transferred departments and no longer requires specific access.
1.2 Provide the current date in the Request Date area.
1.3 Provide the user name if they currently have access to TRS.
1.4 Provide TRS Basic Training class date if already taken.
1.5 Provide the first name of the user.
1.6 Provide the last name of the user.
1.7 Provide the GWid number of the user.
1.8 Provide the GWU email address of the user.
*Note: All users must have an active GWMail address in order for TRS emails to reach the user. User access requests without GWMail accounts will not be processed.*
1.9 Provide the office telephone number of the user.
1.10 Provide the user's home department Banner Organization number.
*Note: Your Banner Index is not necessarily your Organization value.*
1.11 Provide the title/role of the user.
1.12 Provide the physical location of the user (building name, room number, street address and city).
1.13 Provide the name of the supervisor/department head for the user's home department.
1.14 Provide the telephone number of the supervisor/department head for the user's home department.

**Instructions for Completing the Time Reporting System (TRS) Access/Changes Request Form (cont'd)**

**Section Two – Requested Access Level:**
**This section is used to determine the appropriate access levels**

2.1 Check the appropriate box for TRS access:
  ● Read only – provides access to view current and historical data within user's security access.
  ● Data Entry only – provides access to enter and view current, and view historical, data within user's security access.
  ● Data Entry & Approve – provides access to enter, approve, and view current, and view historical, data within user's security access.
2.2 Department Access or Change Required:
*Department (Banner Org)* – Departmental Users are limited to only the Banner Org codes that they are authorized to view. The authorized Banner Orgs should be listed here.
2.3 Provide name of prior timekeeper that new timekeeper will be replacing.
2.4 This box is reserved for the Security Administrator's use only.

**Section Three – Signatures:**
• Provide the name and signature of the requesting user and the user's signature.
• Provide the name and signature of the User's supervisor or department head.

The User's Agreement must be read and understood by all users requesting access to the TRS. By signing the TRS Access/Changes Request form, you are indicating that you will comply with the TRS User's Agreement.

**Section Four – Training:**

**Training is required for users requesting *Data Entry Only* and Data *Entry & Approve* access.**

**Follow steps to take on-demand TRS class at Talent@GW:**

**Note:** You need to be logged into MyGW to gain access to the Talent@GW links below. Instructions are located at https://payroll.gwu.edu/timekeeper-training.

      1) Complete Time Reporting TRS Access Form

      2) Take the New User Time Reporting System Training at your convenience

      3) Once the Quiz has been successfully completed 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.

If you have problems accessing the TRS class contact timerep@gwu.edu.