CANCELLING EMPLOYEE TIME OFF REQUESTS
(FOR MANAGERS AND DELEGATES)

To access the Time Reporting System (TRS), go to https://go.gwu.edu/trs.

After you click on the Cancel icon, the employee’s manager will receive an email notification from the TRS to approve the cancellation request. Once the manager approves the cancellation (see below), the time off will be removed from the employee’s timecard and their annual time balance will no longer reflect the hours cancelled.

NOTE: You cannot edit or cancel part of an approved request. Cancelling the time off request will cancel all dates and hours within the request.

Managers need to select the cancellation request and select Cancel Approved and then Cancel Approved in the pop-up box.