

# TIME OFF & LEAVE



## CHECKING YOUR TIME OFF BALANCES IN THE TIME REPORTING SYSTEM (TRS)

You can check your paid time off balances several different ways in the TRS; in the Request Time Off pop-up box, on the My Timecard page and on the My Calendar page. To access the Time Reporting System (TRS), go to <https://go.gwu.edu/trs>.

### 1. Accrual Balances in 'Request Time Off' pop-up box - navigate to the My Calendar page and select the Request Time Off button

- Shows current balances as of the day you select in the 'Accruals On' field.
- If you change the date to June 30 (the end of the fiscal year), it will show the balance as of that date and take into account all fiscal year accruals and approved time off requests.

Start date	End date	Time Unit	Start time	Daily Amount
3/15/2021	3/15/2021	Hours	9:00	8.0

  

Accrual	Balance
ANL	76.0 Hour
ANLCARRY	0.0 Hour
PND	80.0 Hour

### 2. Accrual Balances on 'My Timecard' page - navigate to the My Timecard page and select the Accruals tab at the bottom of the page

- Accruals Tab will show some or all of the following balances, depending on the time off types an employee is eligible for:
  - ✓ ANL - annual time
  - ✓ ANLCARRY - annual carryover
  - ✓ PND - pandemic time
  - ✓ PSR - paid time off provided to employees on furlough only
  - ✓ SICK - sick time
- Shows current balances as of the day you select on your timecard, taking into account past time off requests.
- Does not reflect future accruals or future time off requests.

Totals Audits <b>Accruals</b>		
Accrual Code	Accrual Available Balance	Accrual Units
ANL	90.0	Hour
ANLCARRY	0.0	Hour
PND	76.0	Hour
PSR	0.0	Hour
SICK	537.5	Hour

**3. Accrual Balances on 'My Calendar' page - navigate to the My Calendar page and view the Accruals tab at the bottom of the page**

- Probationary Balance:
  - ✓ Accrual balances during an employee's Initial Ninety Day (IND) period
- Opening Balance:
  - ✓ Shows annual time balance as of June 30
  - ✓ Becomes annual carryover on July 1 (up 40 hours for FT and up to 20 hours for PT)
  - ✓ Point in time balance, not always useful in determining annual time balance or usage
- Available Balance:
  - ✓ Shows current accrued balance minus usage up to the current pay period
  - ✓ Calculated as of the first day of the current pay period
  - ✓ Does not take into account any future time off requests or accruals
- Ending Balance:
  - ✓ Shows entire fiscal year accruals minus all approved time off requests (including future time off)

Accruals						
Accrual Code	Reporting Period	Units	Probationary Balance	Opening Balance	Available Balance	Ending Balance
ANL	7/01/2020 - 6/30/2021	Hour		36.0	84.0	132.0
ANLCARRY	7/01/2020 - 6/30/2021	Hour		0.0	0.0	0.0
PND	7/01/2020 - 6/30/2021	Hour		80.0	80.0	80.0
PSR	7/01/2020 - 6/30/2021	Hour		0.0	0.0	0.0
SICK	7/01/2020 - 6/30/2021	Hour		483.5	529.5	553.5