TIME OFF & LEAVE

CREATING A LIST OF DIRECT REPORTS IN THE TIME REPORTING SYSTEM (TRS)

Timekeepers, time off managers and time off delegates will see all employees in their assigned Banner organization codes upon log in. The following steps will help you create a list (HyperFind) of just your direct reports. After the HyperFind is created, you can select this list each time you log in to view your direct reports.

Note: Employees are automatically added or removed from the list when they are hired or separated.

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

> ➢ Click on Manager Tools on the right hand side menu bar.
>> o   Select HyperFind Queries.
>> o   Select New.
>> o   Choose Personal from the Visibility drop down box.
>> o   Enter a Query Name (e.g., Direct Reports).
> ➢ Choose the Select Conditions tab.
>> o   Open the Timekeeper section.
>>> ▪   Select Employment Status. Verify that the Include and Today radio buttons are selected.
>>> ▪   Click Add.
>> o   Open the Process Manager section.
>>> ▪   Select Reports To. Verify that the Include radio button is selected.
>>> ▪   Find and select your name from the list.
>>> ▪   Click Add.
>>> ▪   Click Save when complete.

You will need to log off and log in to the TRS to view the new HyperFind.

Once logged back in, from the Manage My Department view, click on the HyperFind drop down menu and select the name of the HyperFind you created. This step must be completed each time you log into Kronos to see your direct reports.