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

Select the employee from your list or through the Quick Find Genie, click on the orange Go To button and then select Request Manager.

Double click the request to review the details.

For annual time requests, change the date in the Accruals On field to the end of the fiscal year (June 30) to ensure annual time is available. Select cancel to exit.

Once reviewed, right click on the line to be processed and select the applicable option.
Overdraft Warnings

Important Information to Note:

- Annual time can be requested in advance of accrual, up to the hours accrued during the fiscal year.
- If an employee requests more annual time than currently accrued, an overdraft warning will appear. As long as the balance is not negative on 6/30, you can override this warning.
- The TRS does not stop you from approving more annual time than is earned in a fiscal year.
  - DO NOT approve if there is a negative annual time balance on 6/30.
  - Refuse the request and ask the employee to submit a corrected time off request.
  - If more annual or sick time is taken than accrued in a fiscal year, the employee will be responsible to pay the university back for the overpaid time.
- Clear browser cache if you are having issues finding your employees’ time off requests.
- Managers and timekeepers should not process their own timecards or time off requests.