# TIME OFF & LEAVE

PROCESSING PRIOR PAY PERIOD TIME OFF REQUESTS

When an employee takes paid or unpaid time off, the time off must be recorded in the Time Reporting System (TRS) to ensure that the employee's accrual balance and usage is correct. After an employee submits a time off request, managers (or their delegates) need to approve or refuse the request in a timely manner for accurate recordkeeping.

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

2. Click, hold and drag Request Manager to the middle of your screen.
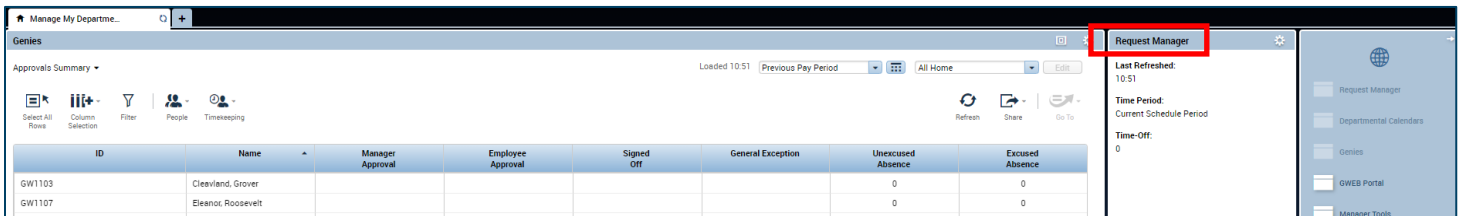
3. Using the calendar icon in the top right-hand side of the screen, change the dates to July 1 through June 30 to see the entire fiscal year.
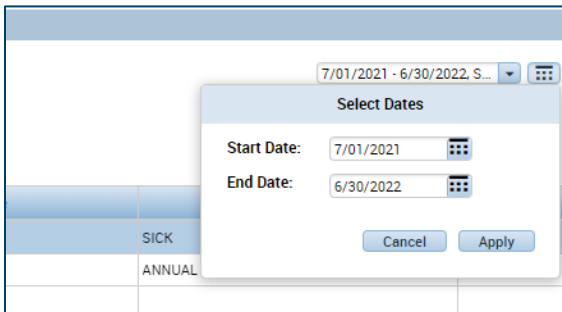
4. Review and discuss all outstanding time off requests with your employees to ensure the time off requests are valid and not duplicates. Many time off requests may just need to be cancelled if they are errors or duplicates of other completed time off requests.