Checking Your Employees’ Time Off Balances
(for Managers and Delegates)

You can check your employees’ paid time off balances two different ways in the TRS. To access the Time Reporting System (TRS), go to https://go.gwu.edu/trs.

1. **Through Request Manager:**

   Select the employee from your list, click on the orange Go To button and then select Request Manager.

   Select Add Request.

   The balances shown in the time off request popup box will default to the current date. To see balances as of another date, change the date in the Accruals on field. Select Cancel to exit the popup box.
2. Through the Accrual Reporting Genie

- **Probationary Balance**: the number of hours accrued during a new employee’s Initial 90 Day Period (IND)
- **Available Balance**: the total hours available year to date (or for the period selected)
- **Ending Balance**: the number of hours available through the end of the fiscal year

- **Time Off Types**:
  - ANL: the balance of annual time
  - ANLCARRY: the balance of annual carryover time available to use between July 1 - August 31, 2020
  - SICK: the balance of sick time
  - PND: the balance of pandemic time