Checking Your Fiscal Year Annual Time Usage

1) Access Kronos at go.gwu.edu/trs
2) Your initial view depends on your user type in Kronos (e.g., employee, manager or timekeeper). If the “My Timecard” widget is not open on your home screen, click on “My Timecard” from the blue side bar panel.

3) On the My Timecard widget, change the date range to the fiscal year dates (i.e., 7/1/2020 through 6/30/2021)
4) On the Totals tab at the bottom of your timecard, add the ANL (annual time) and ANL Overdraft (advanced annual time) together to get the amount of approved annual time for the fiscal year.