Checking Your Annual and Sick Time Balances

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 Calendar” widget is not open on your home screen, click on “My Calendar” from the blue side bar panel.

1) Click “Request Time Off”

2) In the Request Time Off box, you can change the date in the “Accruals On” calendar view to see what your accrual balances are on a specific date. For instance, if you wanted to see how much available annual time you have remaining for the fiscal year,
you would change this date to June 30. The Accruals On calendar view date defaults to today’s date.

3) Refer to the “Balance” column for your current balances (in hours) of:
   a. ANL: annual time
   b. ANLCARRY: Up to five (5) accrued but unused days of annual time (as of June 30) will automatically roll over into the next fiscal year. Carryover balances must be used by August 31 of the new fiscal year, or the time will be forfeited.
   c. SICK: Sick time