To submit Pandemic Time:

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.
3) Click on Request Time Off.

4) Select Pandemic Time from the drop down box.

5) Enter the A) start date B) end date C) start time and D) daily amount. Click Submit.

Tip: Daily amount is the number of your scheduled hours for which you did not work. The daily amount field defaults to 8 hours so be sure to enter the correct number of PND hours use

Tip: Non-exempt employees: If you work a partial day and use PND for your remaining hours, please be sure to clock-in and clock-out for the time you worked. Then submit your PND hours to ensure that you are paid for a full day based on your regularly scheduled hours.
6) When a PND Time request is submitted, your manager will receive an email to take an action in Kronos.

Remember to click submit.