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 or through the Quick Find Genie, 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

Refer to the Accrual Code and Balance Columns to view different types of paid time off available to your employees as well as their balances.

**Time Off Codes Defined:**

- 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

**Balance Options Defined:**

- **Probationary Balance:**
  - Accrual balances during an employee’s Initial Ninety Day (IND) period
- **Opening Balance:**
  - Shows annual time balance as of June 30
  - Becomes annual carryover on July 1 (up 40 hours for FT and up to 20 hours for PT)
  - Point in time balance, not always useful in determining annual time balance or usage
- **Available Balance:**
  - Shows current accrued balance minus usage up to the current pay period
  - Calculated as of the first day of the current pay period
  - Does not take into account any future time off requests or accruals
- **Ending Balance:**
  - Shows entire fiscal year accruals minus all approved time off requests (including future time off)