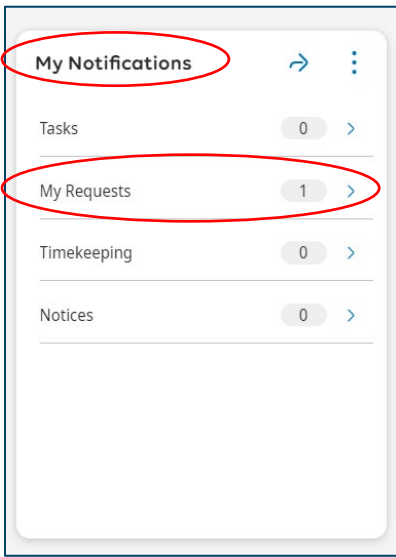


CANCELLING TIME OFF REQUESTS FROM MY NOTIFICATIONS TILE (FOR EMPLOYEES)

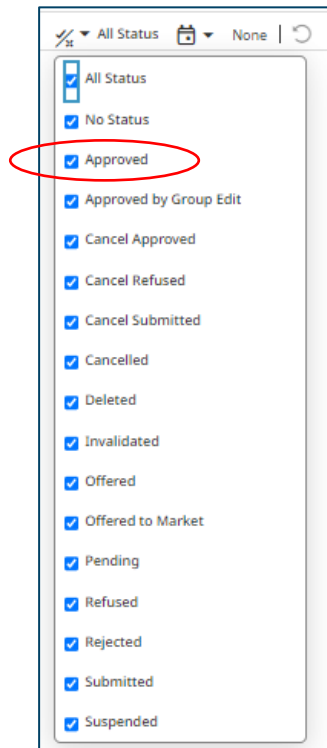
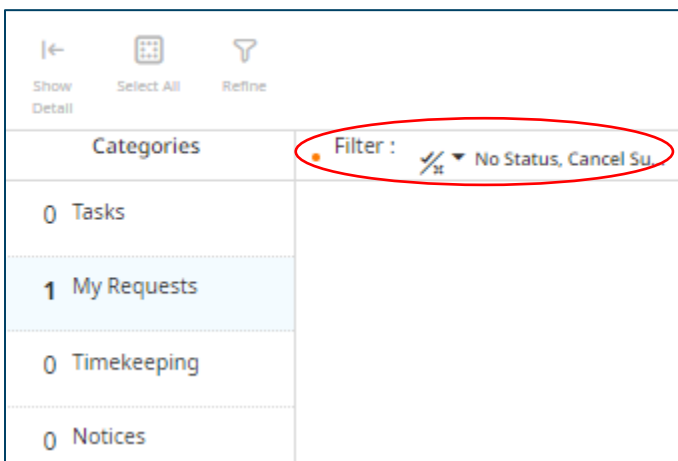
To access the Time Reporting System (TRS), go to <https://trs.gwu.edu>.

From the Home Screen


1. From the Home Screen, navigate to the **My Notifications** tile and select **My Requests**.



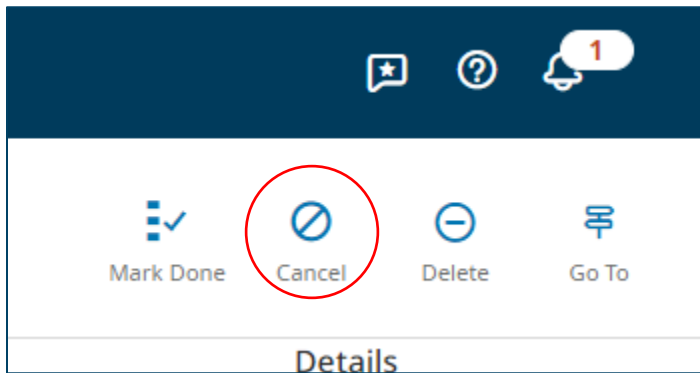
2. Under the **My Request** under **Categories** with in the Control Center page, change the Filter to Include **Approved**.



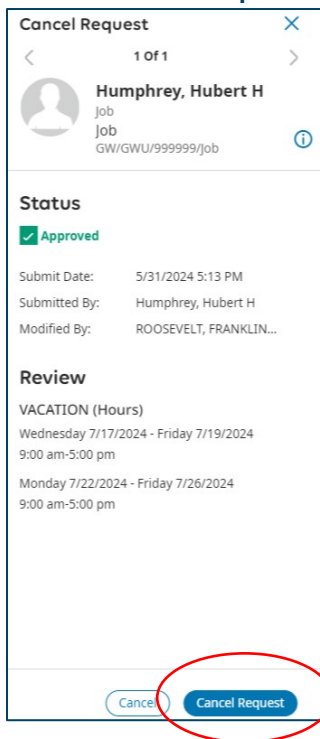
3. The Control Center will list your Approved Time Off Request(s). Select the check box in your time off request.

<input checked="" type="checkbox"/> 	Request Employee Created On Requested Period: Approval Status: Approver Name: Duration: Request Status	Time Off Request Humphrey, Hubert H 6/03/2024 9:27 AM 7/17/2024 - 7/19/2024, 7/22/2024 - 7/26/2024 Approved ROOSEVELT, FRANKLIN C 64:00 Approved
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4. Select **Cancel**.



5. Select **Cancel Request**.



After you cancel the request, your manager will receive an email notification from the TRS to approve the cancellation request. Once your manager approves the cancellation, the time off will be removed from your timecard and your vacation time balance will no longer reflect the hours you cancelled. NOTE: You cannot edit or cancel part of an approved request. Cancelling the time off request will cancel all dates and hours within the request.