

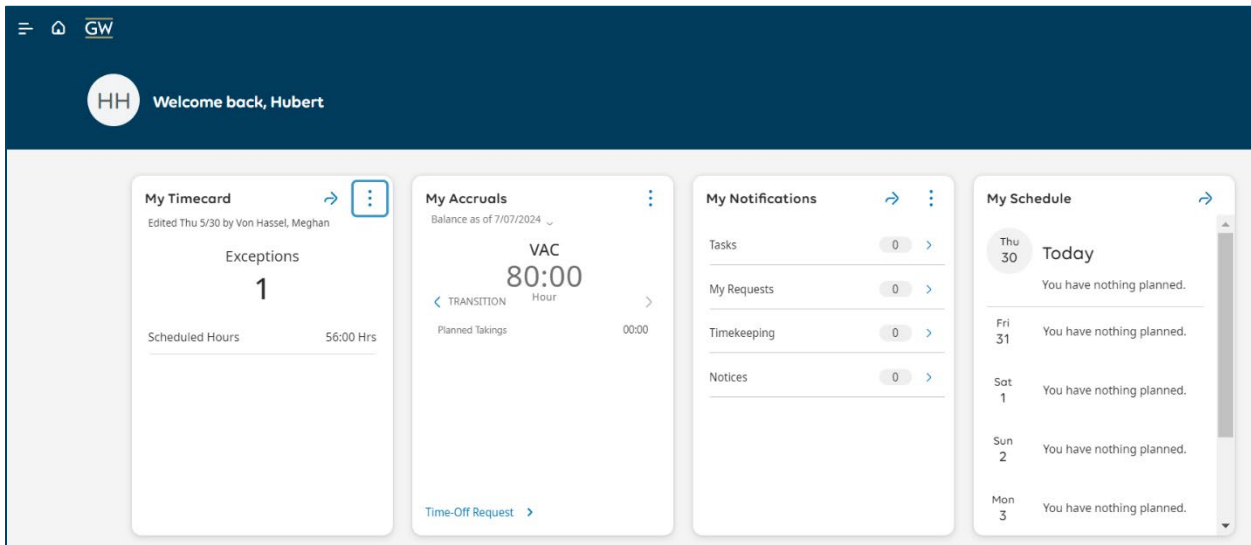
# TIME OFF & LEAVE

## CHECKING ACCRUAL BALANCES (FOR EMPLOYEES)

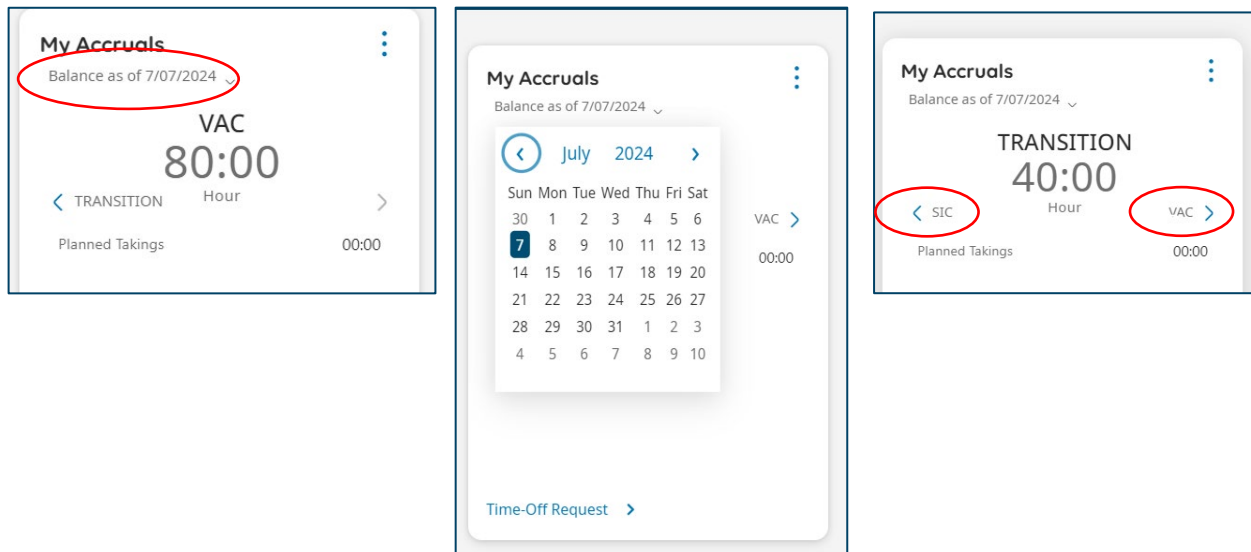
To access the Time Reporting System (TRS), go to <https://trs.gwu.edu>.

### From the Home Screen

1. After logging in, the **My Accruals** tile will be displayed.

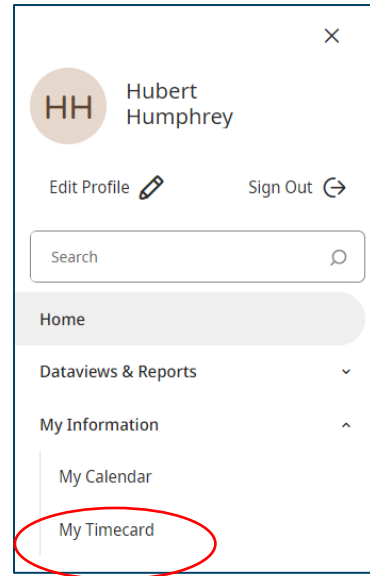


2. From **My Accruals**, you can change the date to view your balances for a specific date with the **Balance as of** filter. You can also navigate to other balances with the navigation arrows:

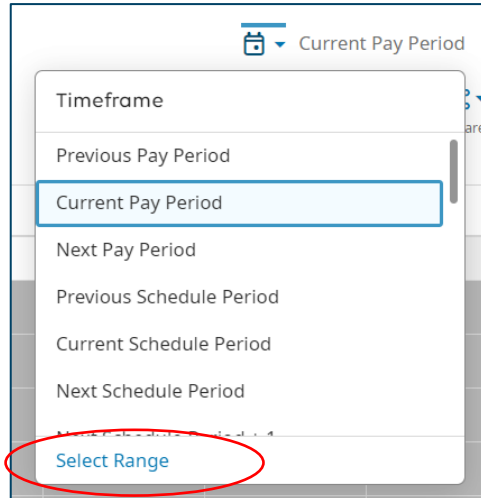
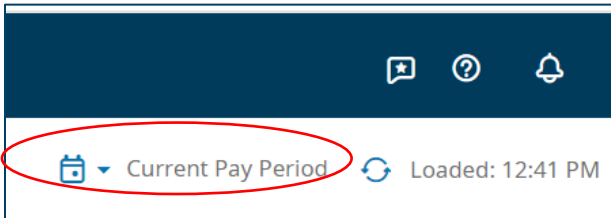


## From Your Timecard

1. Go to the Home Screen **Menu** and Select **Timecard**.



2. Select the calendar icon to navigate to a date where you want to review your accrual balances. You can select another period or a date range with **Select Range**.



3. Select the date where you want to review your accruals and then click the **Accruals** tab at the bottom of the screen. An accrual table will display all Current Balances for all Accrual Types for the selected date.

		Date	Schedule	Absence	Assignment	In	Out	Transfer
+	⊖	Sat 7/06						
+	⊖	Sun 7/07						
+	⊖	Mon 7/08						
+	⊖	Tue 7/09						
+	⊖	Wed 7/10						
+	⊖	Thu 7/11						
+	⊖	Fri 7/12						
+	⊖	Sat 7/13						
+	⊖	Sun 7/14						

Accruals

Accrual Code Name	↑ <sub>1</sub> ↓	Accrual Code Type	↑ <sub>2</sub> ↓	Taken to Date	↑ <sub>3</sub> ↓	Current Balance	↑ <sub>2</sub> ↓	Planned Takings	↑ <sub>3</sub> ↓	🔍
PND		Hour		00:00		10:00		00:00		
SIC		Hour		00:00		200:00		00:00		
TRANSITION		Hour		00:00		40:00		00:00		
VAC		Hour		00:00		80:00		00:00		

### BALANCE TYPE DEFINITIONS (from the Accrual Details dataview)

- Opening Balance:
  - ✓ Shows the balance as of the first day of the current reporting period (July 1 through June 30)\*
  - ✓ Point in time balance, not always useful in determining vacation time balance or usage
  
- Current Balance:
  - ✓ Shows the balance as of the first day of the pay period you are viewing (or the day you have selected)
  - ✓ Does NOT take into account any future time off requests or accruals
  - ✓ If you are viewing the current balance on the My Timecard page, this will display the balance on the exact date you have selected.
  
- Available Balance:
  - ✓ The balance in the accrual on the “As of” date during the current reporting period
  - ✓ Does take into account time off requests during the current date view
  
- Ending Balance:
  - ✓ The balance of the accrual as of the end date of the current reporting period, minus all approved time off requests (including future time off)

\*Note: for the first year the upgraded TRS is active, the opening balance does not reflect the correct balance. The new TRS did not become the system of record for time off tracking until 7/7/2024. The reporting period 7/1/2025 through 6/30/2026 will have the correct opening balance.