HOW TO REVIEW AN EMPLOYEE’S TIME OFF BALANCES
(FOR MANAGERS)

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

1. From the Home Screen menu on the upper left-hand side of the page, navigate to Schedule and Schedule Planner with Absence Calendar.

2. Find the employee you for whom you wish to submit a time off request.

3. Right Click on the employee and options will display. Select Go To.
4. The Select Timecard.

5. At the bottom of the timecard screen, the **Accruals** tab will be displayed. Click on the accruals tab.

6. Use the navigation calendar icon on the top right-hand side of the screen to navigate to a certain date to see the balance for that date or time range.

7. The table at the bottom of the screen will show the balance types under **Accrual Code Name**, how much time if any has been **Taken to Date** and **Current Balance**.