REVIEWING APPROVED TIME OFF REQUESTS

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

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, change the Filter to Include Approved.
3. Your Approved Time Off Request(s) will be displayed.

![Time Off Request Table]

**From the My Schedule tile**

1. From the Home Screen, navigate to the **My Schedule** tile and select the arrow.

![My Schedule Tile]

2. Use the calendar to select a month/date to review your requests. The calendar will show a dot to indicate a there is a time off request or holiday. You can change the dates on the calendar to see time off requests on different dates.

![Calendar with Time Off Requests]