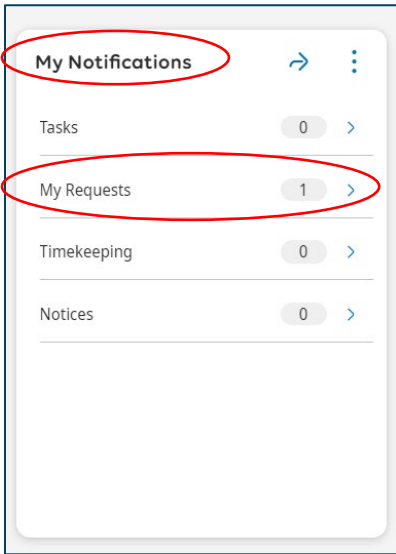


## REVIEWING APPROVED TIME OFF REQUESTS

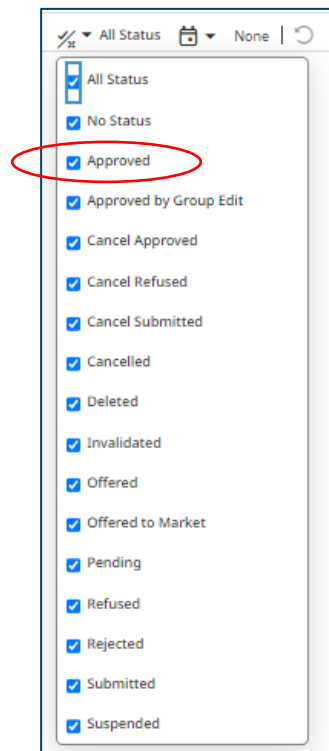
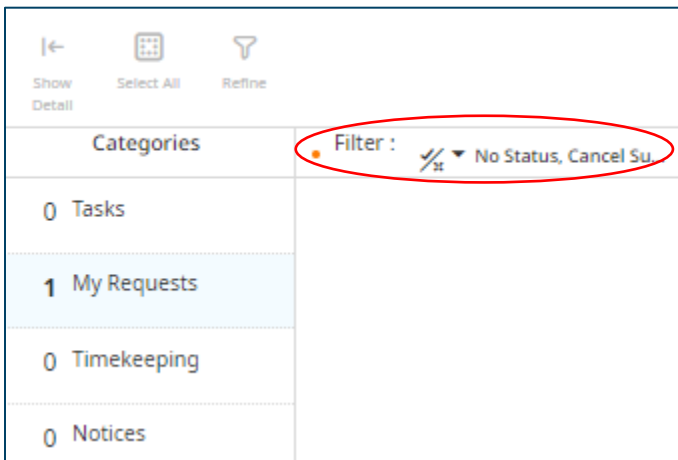
To access the Time Reporting System (TRS), go to <https://trs.gwu.edu>.

### 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**, change the Filter to Include **Approved**.

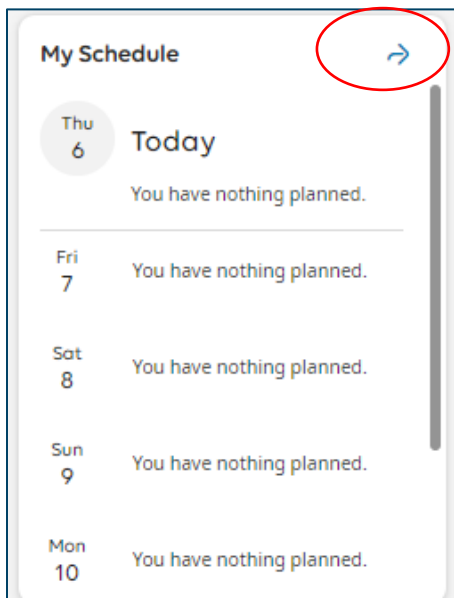


3. Your Approved Time Off Request(s) will be displayed.

Filter :  All Status  None   	
<input type="checkbox"/>  Request Employee Created On Requested Period: Approval Status: Approver Name: Duration: Request Status	<b>Time Off Request</b> <b>Humphrey, Hubert H</b> 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

### From the My Schedule tile

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



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.

