

# TIME OFF & LEAVE

## SUBMITTING TIME OFF REQUESTS FROM MY ACCRUALS TILE (FOR EMPLOYEES)

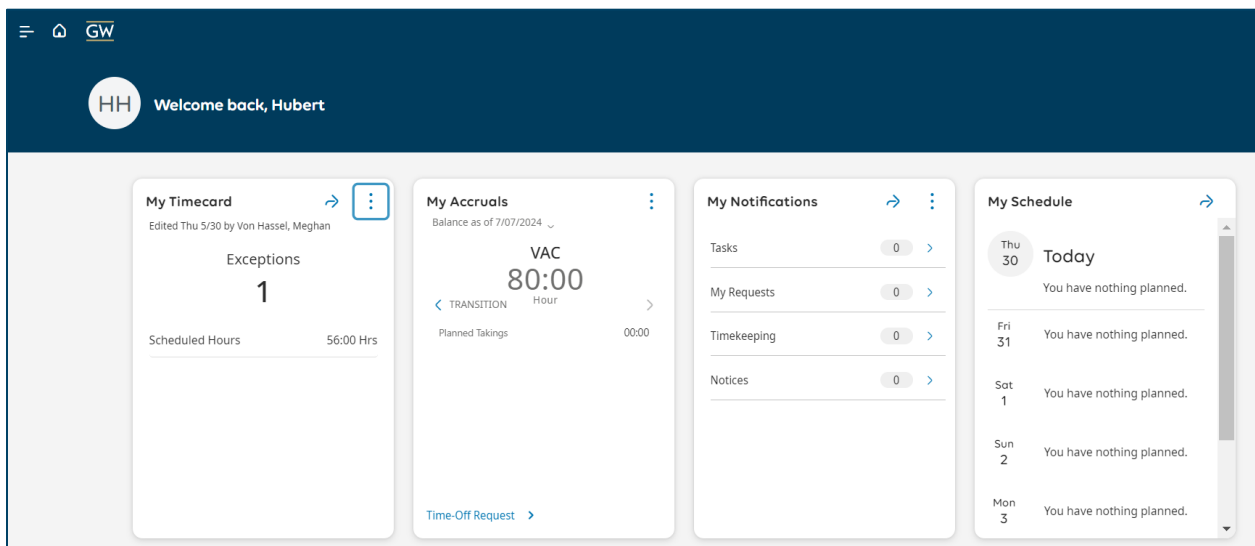
The time reporting system (TRS) is used by most GW employees\* to request and track time off, including vacation time, sick time, bereavement time, jury and witness duty time as well as unpaid time.

\*GW Police Department employees covered by a CBA and Medical Residents, please contact your department for instructions on using your departmental time off tracking systems.

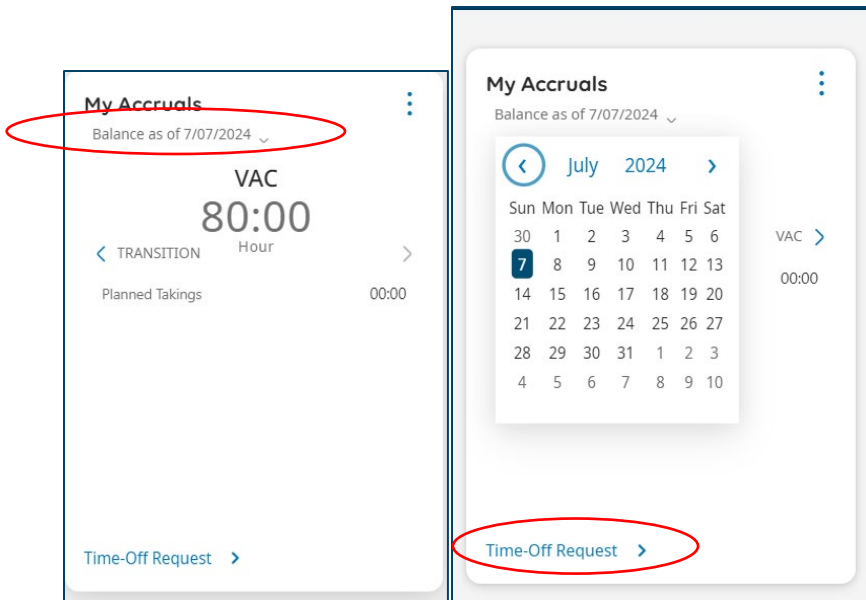
To access the Time Reporting System (TRS), go to <https://trs.gwu.edu>.

### From the Home Screen

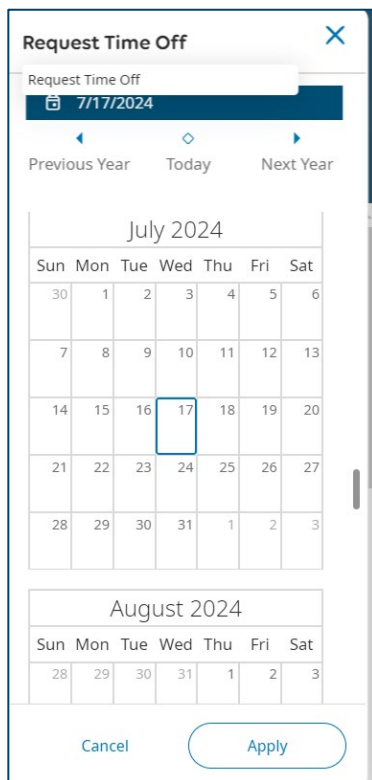
1. After logging in, there are several tile options on the home screen.



2. In the **My Accruals** tile, you can change the date and view your balances as of a certain date by changing the **Balance as of** filter. This will allow you to see your balances on the days you want to request time off. Select **Time Off Request**.



- When requesting Time Off, you will need to select the day(s) on the calendar where you wish to request time off, then select **Apply**.



- After selecting Apply, you will request the **Duration** and **Deduct from** type for the request. (One note, when requesting vacation time, the available transition balance will show first, but if you are requesting more hours than the displayed transition balance, if you have the available vacation time, the request will automatically pull from both your transition and vacation hours for the request.)

### Request Time Off

Time Off Request

**Dates**

7/17/2024

**Duration**

Full

Hours

**Deduct from**

VACATION: 32:00 Hour(s)

BRV

JRY

LWP

PND: 10:00 Hour(s)

SIC: 200:00 Hour(s)

### Request Time Off

Time Off Request

**Dates**

7/17/2024

**Duration**

Full

Hours

**Deduct from**

VACATION: 32:00 Hour(s)

BRV

JRY

LWP

PND: 10:00 Hour(s)

SIC: 200:00 Hour(s)

- If requesting a partial day off, you will need to submit the hours and minutes you will be requesting to take off under the **Duration** section. You will need to select the **Start Time** and **Duration** in hours (and minutes, if applicable). If your request is for multiple days, you have the option to select multiple days at a time.

### Request Time Off

Time Off Request

**Dates**

7/17/2024

**Duration**

Full

Hours

Start Time \*      Duration hh:mm \*

9:00 AM      8:00

**Deduct from**

VACATION: 32:00 Hour(s)

BRV

JRY

LWP

PND: 10:00 Hour(s)

SIC: 200:00 Hour(s)

### Request Time Off

8 Days Selected

Previous Year      Today      Next Year

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

6. Once you have completed your request, select **Review** and **Submit**.

The image displays two side-by-side screenshots of a 'Request Time Off' form. The left screenshot shows the 'Review' button circled in red. The right screenshot shows the 'Submit' button circled in red.

**Request Time Off** (Left Screenshot):

- Time Off Request
- Dates: 8 Days Selected
- Duration: Full
- Hours: 9:00 AM (Start Time), 8:00 (Duration)
- Deduct from: VACATION: 32:00 Hour(s) (selected), BRV, JRY, LWP
- Buttons: Cancel, Submit, **Review** (circled in red)

**Request Time Off** (Right Screenshot):

- Time Off Request
- VACATION (Hours): 8 Days (8 Days Selected)
- Dates: Wednesday 7/17/2024 - Friday 7/19/2024, Monday 7/22/2024 - Friday 7/26/2024
- Start Time: 9:00 AM [8:00]
- Buttons: Cancel, Add, **Submit** (circled in red)

## MULTIPLE TIME OFF PERIODS

**Please note:** You cannot edit or cancel part of a submitted time off request. If you enter multiple time off periods in the same time off request and then later need to cancel part of them, you will have to cancel the entire time off request which will cancel all dates and hours within the request. We recommend submitting separate time off requests instead.

## Accrual Code Definitions

- VAC - vacation time
- TRANSITION - transition time
- SIC - sick time
- PND - pandemic time