



TIME OFF & LEAVE

SUBMITTING TIME OFF REQUESTS FROM MY SCHEDULE TILE (FOR EMPLOYEES)

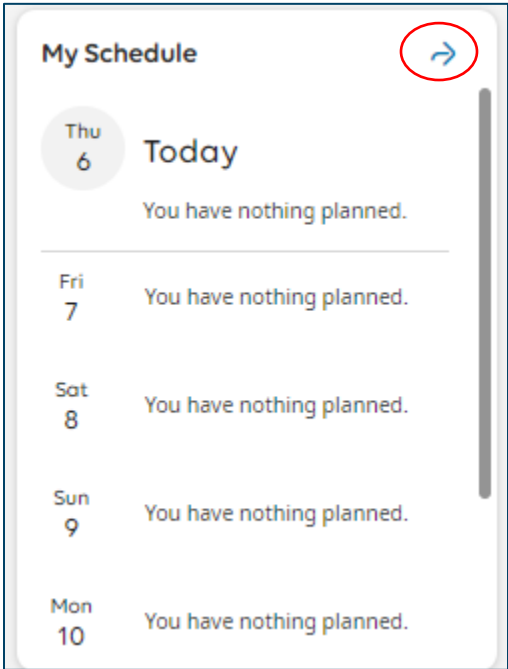
The time reporting system (TRS) is used by most GW employees* to request and track time off, including vacation time, sick time, bereavement time, jury and witness duty time as well as unpaid time.

**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>.

Request from the My Schedule tile

1. Click on the arrow from **My Schedule**.



2. Select and **Request** and **Time Off**.

The screenshot shows a user interface for managing time off requests. At the top left, it says "My Calendar". Below that is "My Schedule". On the left is a calendar for July 2024 with the 17th highlighted. On the right is a list of submitted requests:

- Wed 17 [Submitted] Time Off Request - Student (9:00 AM-5:00 PM)
- Thu 18 [Submitted] Time Off Request - Student (9:00 AM-5:00 PM)
- Fri 19 [Submitted] Time Off Request - Student (9:00 AM-5:00 PM)

At the bottom of the list, it says "July 21 - 27". In the top right corner, there are two buttons: a blue "Request" button and a white "Time-off" button, both 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