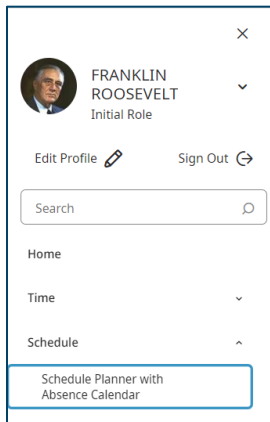


# TIME OFF & LEAVE

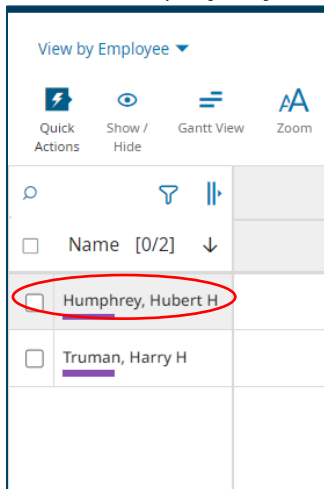
## HOW TO SUBMIT TIME OFF ON BEHALF OF EMPLOYEES (FOR MANAGERS, DELEGATES AND TIMEKEEPERS)

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

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 show. Select **Enter Time Off**.

**Humphrey, Hubert H**  
 Job  
 GW/GWU/999999/Job

Employee ID  
 GW1132

Primary Job  
 Job

Schedule Group  
 Non Exempt - Default Schedule

Incoming Requests Count

Primary Location (Path)  
 GW/GWU/999999  
 . . . . .

Schedule Pattern   Add Shift   Add Paycode   **Enter Time Off**   GoTo

- On this next screen you will want to ensure that **Auto Approve** and **Time Off Request** are selected.

**Enter Time Off** [X]

**Assign To**

Employee Name  
 Humphrey, Hubert H

Job  
 Job  
 GW/GWU/999999/Job

**Type of Time Off**    Auto Approve

**Time Off Request**

Time off Request with schedule as source

Time Off Request - Monthly

Time Off Request - Sick Only

- On the next screen, select the **Duration, (in hours)** and the type of Time Off being requested to **Deduct from** then review and submit. To check an employee's accrual balances, please review the tip sheet on how to review balances on the [TRS website](#).

**Enter Time Off** [X]

Time Off Request

Dates  
 3 Days Selected

Duration  
 Full  
 Hours

Deduct from  
 VACATION: 32:00 Hour(s) ⓘ  
 BRV  
 JRY  
 LWP  
 PND: 10:00 Hour(s) ⓘ  
 SIC: 208:00 Hour(s) ⓘ