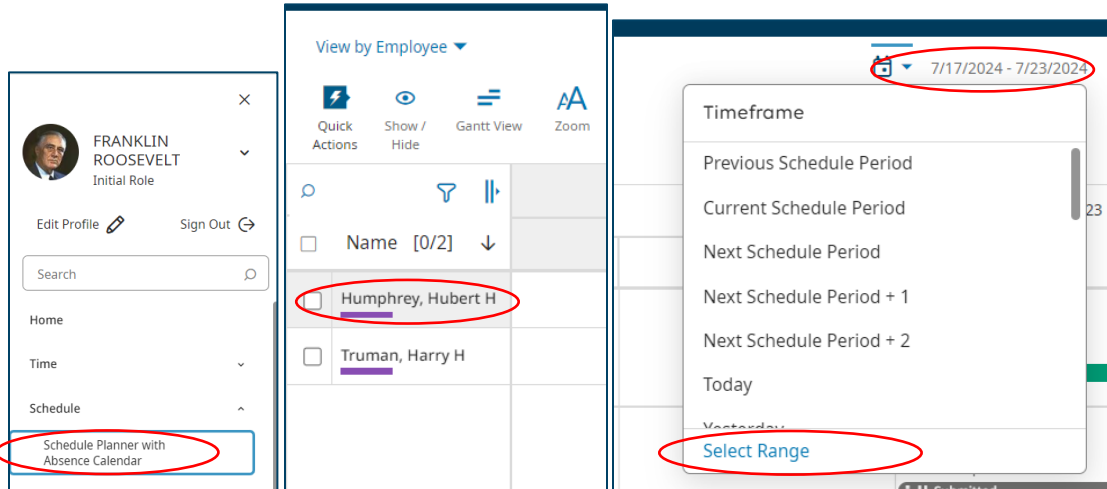


TIME OFF & LEAVE

HOW TO REVIEW AND TAKE ACTION ON TIME OFF REQUESTS (FOR TIMEKEEPERS/DELEGATES)

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**. Find the employee you for whom you wish to approve/refuse the time off request. Date track to the timeframe for the time off request by using the timeframe navigation or by selecting **Select Range**.



2. Find the request highlighted in Gray and right click on the request in the calendar and approve or refuse.

