

TIME OFF & LEAVE

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

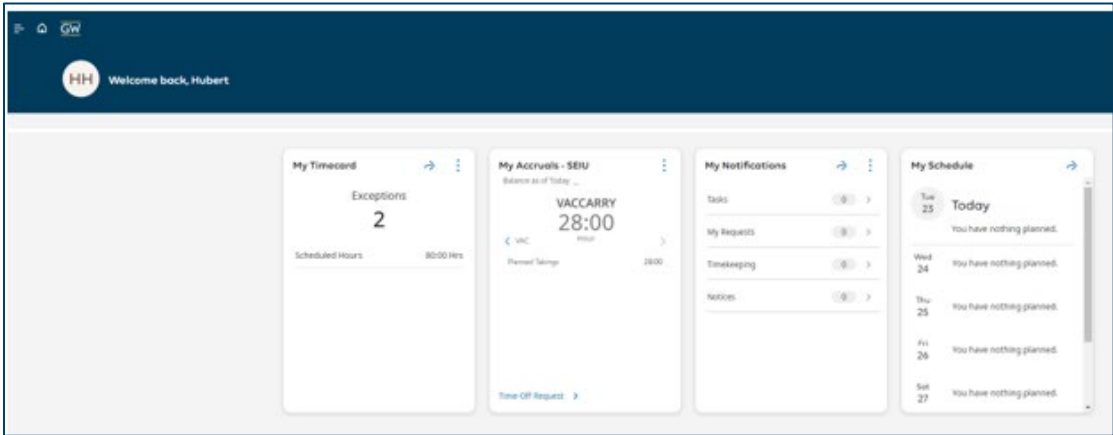
The time reporting system (TRS) is used by most GW employees to request and track time off, including vacation time*, sick time, bereavement time, jury and witness duty time as well as unpaid time.

*SEIU employees should refer to their CBA regarding their current time off policy. When requesting annual time, "vacation" will need to be selected in the TRS.

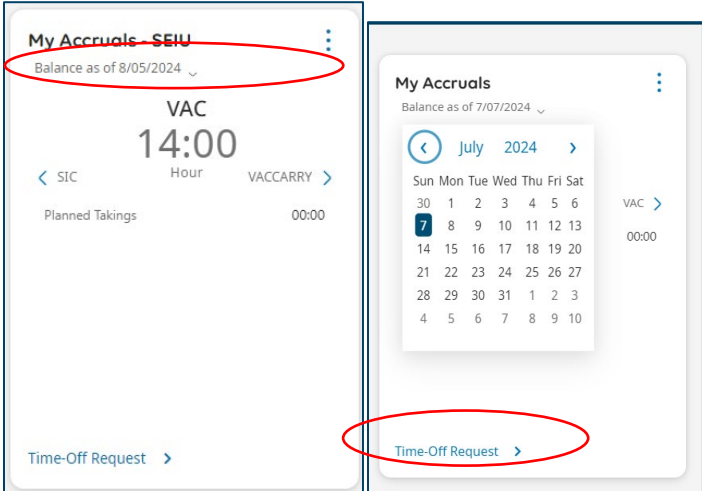
To access the Time Reporting System (TRS), go to <https://trs.gwu.edu>.

From the Home Screen

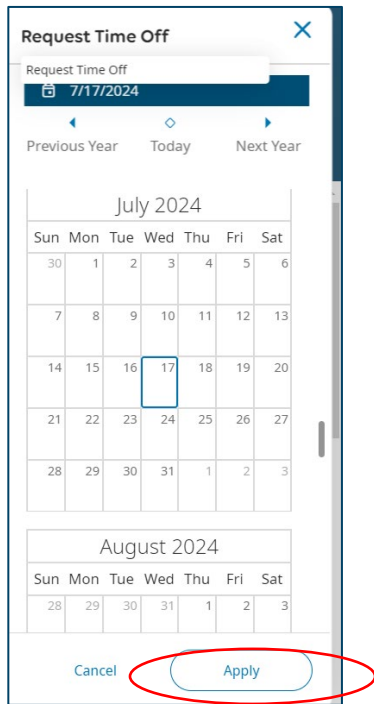
- 1. After logging in, there are several tile options on the home screen.



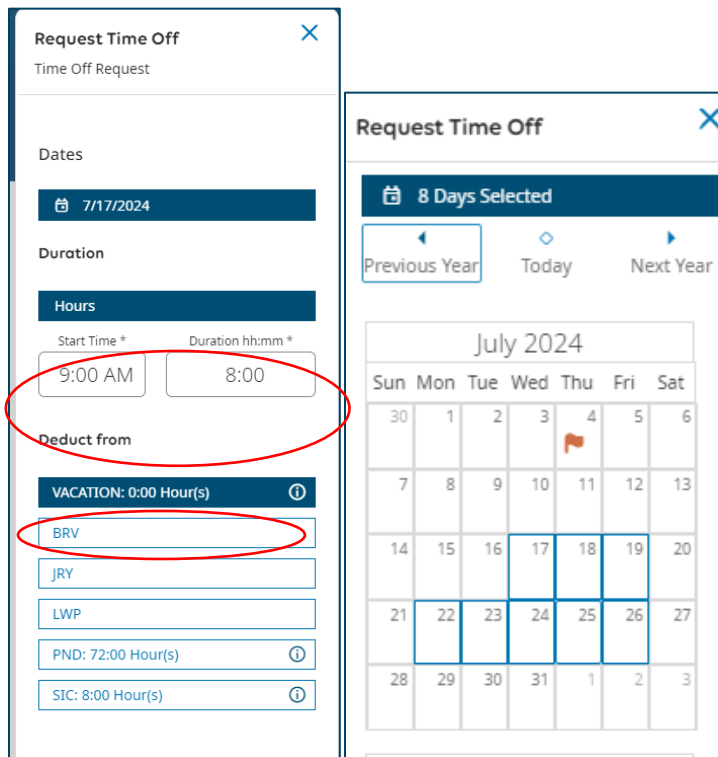
- 2. In the **My Accruals** tile, you can change the date and view your balances as of a certain date by changing the **Balance as of** filter. This will allow you to see your balances on the days you want to request time off. Select **Time Off Request**.



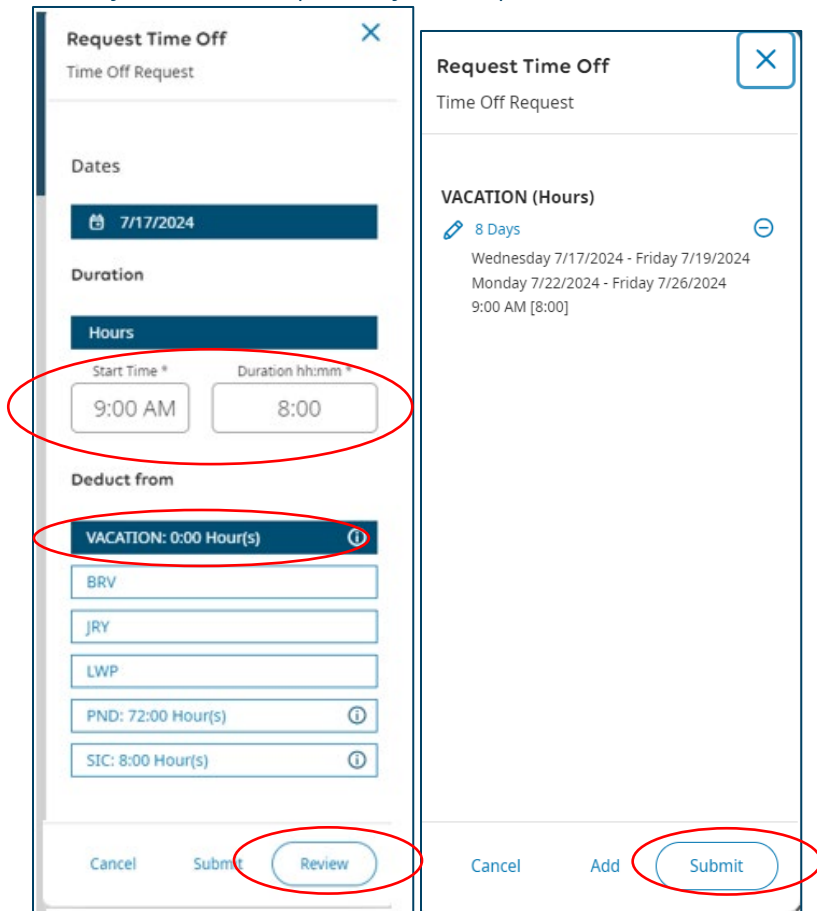
3. When requesting Time Off, you will need to select the day(s) on the calendar where you wish to request time off, then select **Apply**.



4. After selecting Apply, you will request the **Duration** and **Deduct from** type for the request. You will need to select the **Start Time** and **Duration** in hours (and minutes, if applicable). (One note, when requesting annual time, you will select "vacation time".)



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



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.

TRS TIPS

Time Off Tracking

- ✓ The TRS tracks time off in hours and minutes rather than days or weeks.
- ✓ Within a time off request, the "Duration" is the number of hours being requested, per day. Adjust for partial days.
- ✓ University holidays and weekends (unless scheduled to work holidays or weekends) should not be included in time off requests.
- ✓ If you work a partial day and take time off for your remaining hours, clock-in and clock-out for the time you worked.

Vacation Time

- ✓ May be used in advance of accrual

Sick Time

- ✓ May not be used in advance of accrual
- ✓ Sick time does not have a maximum accrual limit