

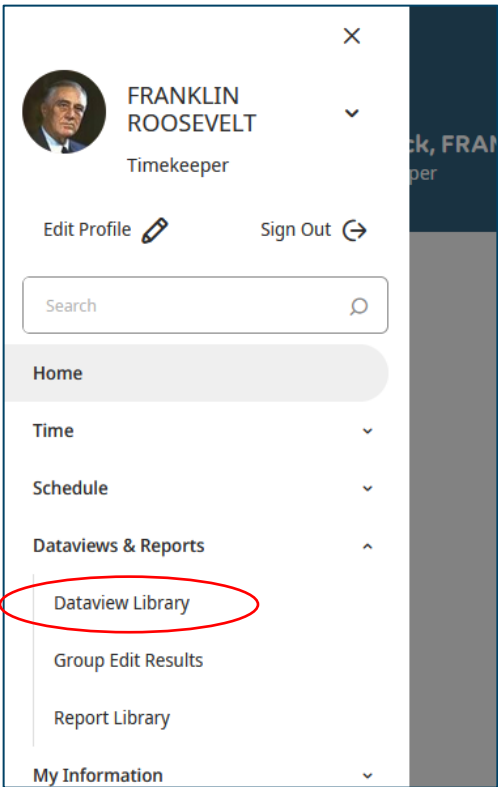
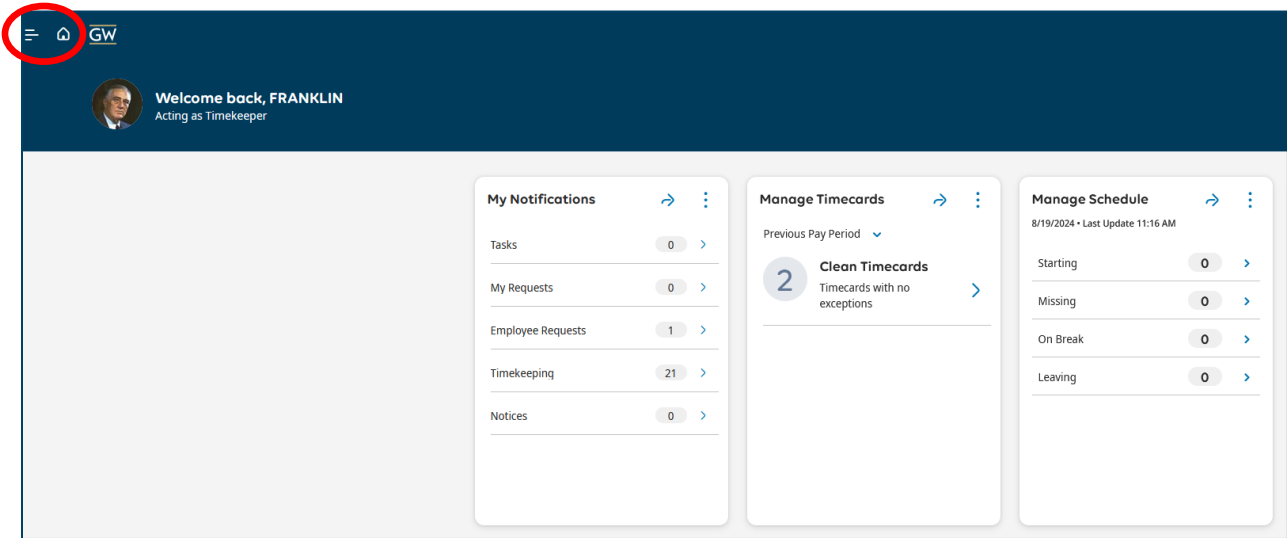
TIME OFF & LEAVE

USING A DATAVIEW TO REVIEW DEPARTMENT TIME OFF REQUESTS

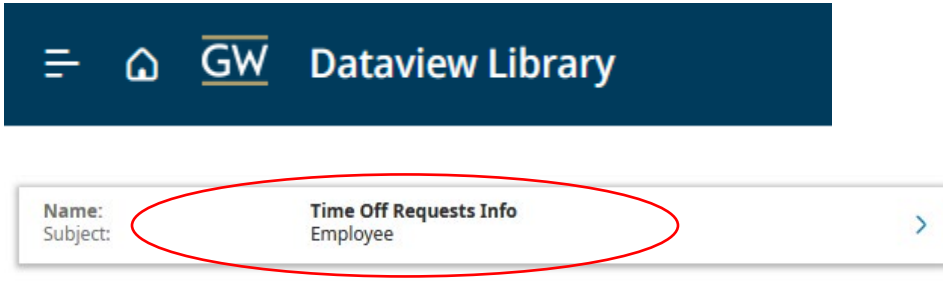
The Time Reporting System (TRS) is used by most GW employees to request and track time off. Managers can use the Time Off Request Info dataview in the TRS to review their department's time off requests.

To access the TRS, go to <https://trs.gwu.edu>.

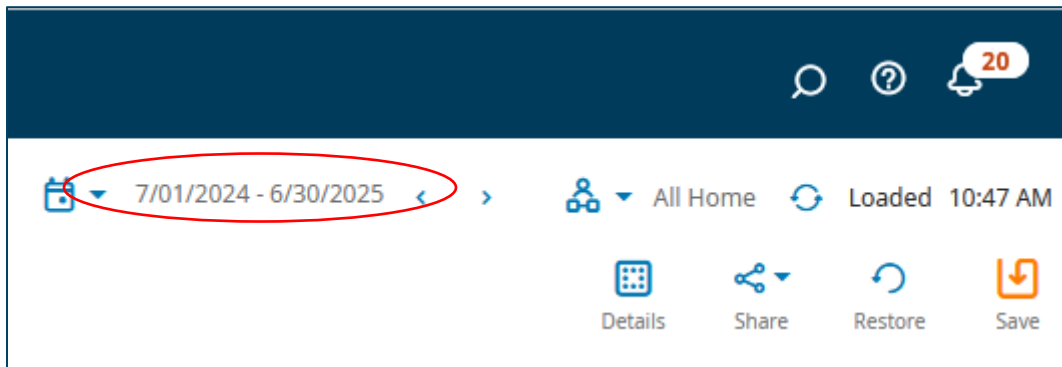
From the **Home Screen** menu on the upper left-hand side of the page, navigate to **Dataviews & Reports** and **Dataview Library**.



Select the Time Off Requests Info dataview.



To see all time off requests for the entire fiscal year, change the dates to July 1 through June 30, using the calendar icon.



The screenshot shows the main content area of the Dataview Library. At the top, there is a header 'Time Off Requests Info' and a date range '7/01/2024 - 6/30/2025'. Below the header, there is a table with the following columns: Employee ID, Employee Full Name, Reports To, Accrual Profile Name, Creation Date, Status, Status Code, Start Date, End Date, Duration, Symbolic Amount, and Paycode Name. The table contains 8 rows of data.

Employee ID	Employee Full Name	Reports To	Accrual Profile Name	Creation Date	Status	Status Code	Start Date	End Date	Duration	Symbolic Amount	Paycode Name
GW1132	Humphrey, Hubert H	ROOSEVELT, FRANKLIN C	Staff Full-Time	9/18/2024 9:05 AM	Refused	REFUSED	10/15/2024 9:00 AM	10/15/2024 10:00 AM	1.00	Hours	SIC
GW1132	Humphrey, Hubert H	ROOSEVELT, FRANKLIN C	Staff Full-Time	8/20/2024 1:40 PM	Approved	APPROVED	10/01/2024 9:00 AM	10/01/2024 5:00 PM	8.00	Hours	SIC
GW1132	Humphrey, Hubert H	ROOSEVELT, FRANKLIN C	Staff Full-Time	7/22/2024 4:35 PM	Cancelled	CANCELLED	7/31/2024 9:00 AM	7/31/2024 5:00 PM	8.00	Hours	VACATION
GW1132	Humphrey, Hubert H	ROOSEVELT, FRANKLIN C	Staff Full-Time	8/22/2024 11:40 AM	Cancel Submitted	CANCELSUBMITTED	10/08/2024 9:00 AM	10/08/2024 1:00 PM	4.00	Hours	VACATION
GW1132	Humphrey, Hubert H	ROOSEVELT, FRANKLIN C	Staff Full-Time	9/18/2024 9:04 AM	Approved	APPROVED	10/14/2024 9:00 AM	10/14/2024 5:00 PM	8.00	Hours	VACATION
GW1132	Humphrey, Hubert H	ROOSEVELT, FRANKLIN C	Staff Full-Time	7/22/2024 4:33 PM	Cancelled	CANCELLED	7/22/2024 9:00 AM	7/22/2024 5:00 PM	8.00	Hours	VACATION
GW1132	Humphrey, Hubert H	ROOSEVELT, FRANKLIN C	Staff Full-Time	7/23/2024 4:14 PM	Cancelled	CANCELLED	10/21/2024 9:00 AM	10/21/2024 5:00 PM	8.00	Hours	VACATION

Alternate Time Off Request Viewing Option

Managers and timekeepers can also see employee time off requests on the Absence Calendar tab of the Schedule Planner page. (See below for screenshots.)

- If there is a number on the date on the calendar, the number reflects the number of time off requests for employees on that date.
- If there is a dot underneath the number, it means that the time off request has been submitted but not processed.
- If there is just a number (without the dot), it means the time off request is approved.

