

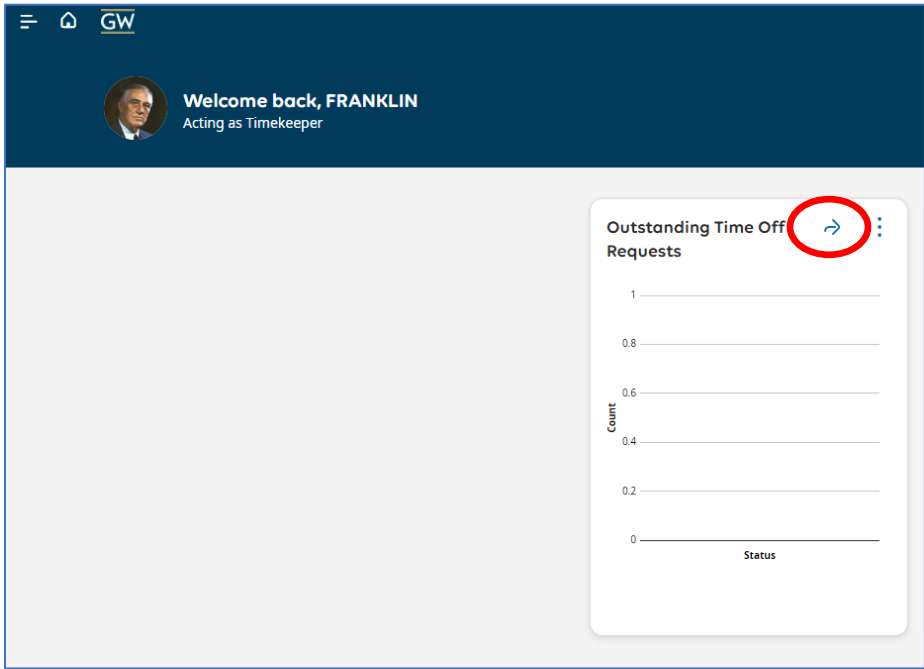
# TIME OFF & LEAVE

## OUTSTANDING TIME OFF REQUEST TILE

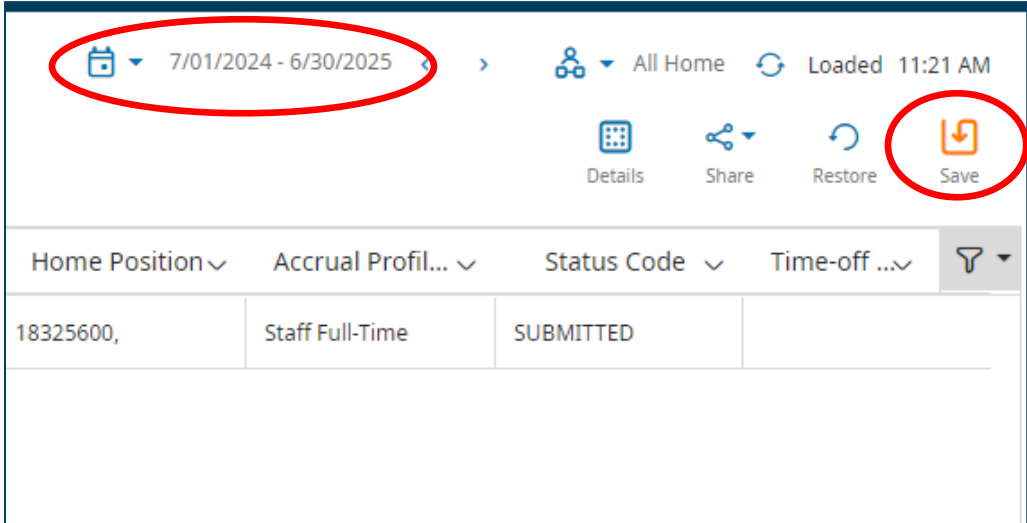
The Outstanding Time Off Request tile on a manager's Home Screen can be used to see Submitted and Cancel Submitted time off requests. However, the dates for the tile default to the Current Pay Period so in order to see requests for the entire fiscal year, the manager will need to update the time period.

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

From the **Home Screen** menu on the upper left-hand side of the page, from the Outstanding Time Off Requests tile, click on the arrow. This action will take you to the GW Outstanding Time Off Requests dataview.



Using the calendar icon, change the dates to the current fiscal year (July 1 through June 30) and hit save.



Now, the Outstanding Time Off Requests tile will show all Submitted and Cancel Submitted requests for the entire fiscal year.

