**Employee Responsibilities**

- TRS Policy on payroll website at payroll@gwu.edu
- For non-exempt employees only, reporting arrivals, departures, and authorized breaks by using the TRS on a phone or computer designated by the employee’s supervisor each workday.
- For non-exempt employees only, viewing timesheet regularly and reporting discrepancies to employee’s supervisor no later than the “Due Date” noted on the biweekly payroll calendar.
- Providing the employee’s supervisor with a written request for all paid and unpaid leave.
- Adhering to university policy and departmental rules relating to time and attendance.
- Reporting promptly any discrepancies between time worked and pay to the supervisor or Payroll Service.

**PC Clocking Instructions**

- Confirm with your manager on department Time Stamp option
- Check with our department to confirm if your PC clocking.
- Full instructions can be found at https://hr.gwu.edu/trs.
- Log in using https://hr.gwu.edu/trs.
- The timesheet will be the first column on the left side of your workspace.
- The My Calendar will be the second column on your workspace.
- The blue Related Items bar with your “Bell” and “MyTimestamp” will be the third column on your workspace.
- To time stamp select MyTimestamp from the blue related items bar.

**Agreement:** [https://go.gwu.edu/mobileagreement](https://go.gwu.edu/mobileagreement)

**Mobile Time Stamp**

- Confirm with your manager the department Time Stamp Option
- Currently mobile app punching is available only to employees with one job.
- Employees with multiple jobs will need to continue phone clocking in order to record transfer codes.
- All employees may use the app to time off requests regardless of the number or type of jobs.
- The app captures location data whenever clocking in or out, but does not record location data at any other time.
- The mobile app is an additional resource for the most common tasks and not a replacement for all TRS tasks that can be performed in the web version.
- Use of the mobile app is voluntary and employees must review the user agreement, provide consent, and follow the installation instructions for access.

**Rounding Rules**

- Start & End Shift Punches
- System round start and end of shift punches to the nearest quarter hour.
- The system records and posts the exact punch to the timesheet but users the rounded punch for calculating paid hours.
- Clocking In/Out for Shift:
  - 7:54 pays as 8:00 punch (rounds forward)
  - 8:07 pays as 8:00 punch (rounds back)
  - 8:08 pays as an 8:15 punch (rounds forward)
- Combined example:
  - 8:53 to 9:07 pays to 9:00
  - 9:08 to 9:22 pays to 9:15
  - 9:23 to 9:37 pays to 9:30
  - 9:38 to 9:52 pays to 9:45

**How to Find Job Information**

- How to find employee Job Information
  - Log into GWWeb.
  - Go to employees Information.
  - Select Current and Past Jobs.
  - The list of Jobs will appear on the screen with your Position and Organization Code.
- It also says under Job Type if it is “Primary” or “Secondary”.

**Viewing your Timecard & Missed punches**

- Employees have view only access to their timecard.
- Instructions are located at: [https://hr.gwu.edu/time-entry-and-reviewing-time-card](https://hr.gwu.edu/time-entry-and-reviewing-time-card)
- If you have a missed punch please email your manager/timekeeper A.S.A.P with your missed punch time.
- If you see your time flipped backwards (commonly due to a missed punch) or other discrepancies in your time card please email your timekeeper A.S.A.P.
- You will receive a missed punch email everyday until your timekeeper resolves the issue.