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 timecard regularly and reporting discrepancies to employee's supervisor no later than the "Due Date" noted on the bi-weekly 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.

Clocking In for Primary Position

Confirm your manager on departments time stamp option

- **Telephone Clock in Number (Can Use Any Phone)**
- **(202) 994-2274**

- **To Clock In (Job 1-Primary Job)**
  - Enter your employee number (without the G) followed by the '#' key
  - Enter clock code '1'
  - Voice prompt will provide the time
  - Enter 0 to end call

- **To Clock Out (All Jobs)**
  - Enter your employee number (without the G) followed by the '#' key
  - Enter clock code '1'
  - Voice prompt will provide the time
  - Enter 0 to end call

Clocking In for Secondary Position

If you have more than one position you will phone time stamp

- **Telephone Clock in Number (Can Use Any Phone)**
- **(202) 994-2274**

- **To Clock Into Secondary Jobs**
  - Enter your employee number (without the G) followed by the # key. Enter clock code '2'. (only when clocking in)
  - Enter your **6** digit Banner Org. followed by the '#' key.
  - Enter your **8** digit position number followed by the '#' key.
  - The voice prompt will provide the time.
  - Enter 0 to end the call.
- When entering a secondary position that starts with a letter **'A'** or **'B'**
  - Change the letter to a number **'7'**.
  - Example: If the position is **A12345** enter in **712345** at the phone.
- When clocking out enter clock code '**1**'

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/payroll.
- Log in using http://go.gwu.edu/TRS
- The **timecard** 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 'InBox' and 'MyTimestamp' will be the third column on your workspace
  - To time stamp select **My Timestamp** from the blue related Items bar
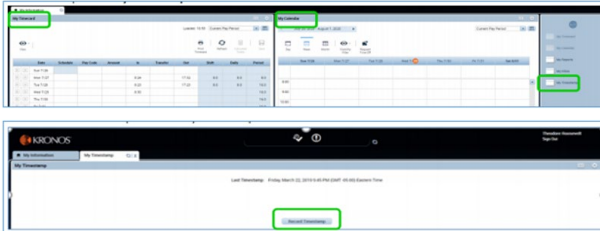
Mobile Time Stamp

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 for 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 substitute 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

Agreement: https://go.gwu.edu/mobileagreement

Meal Break Settings

- Non-Exempt employees have a default of 1 hour meal break.
- Temp/student employees default into TRS with no meal break.
- If you have union workers check with the time reporting Administrator or the Union Contract.
- Employees should talk to their manager if they would like their break modified.
- Employees meal break will be deducted after 5 ½ hours of work.
- Employees can cancel their automatic meal break. They should have manager's approval to do so.
- Employees can choose to have their automatic meal break removed and clock in and out instead.
- If an employee's position changes, their meal break will revert back to the default setting.

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 timecard 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
  1. Log into GWEB
  2. Go to employee Information
  3. Select **Current and Past Jobs**
  4. 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"
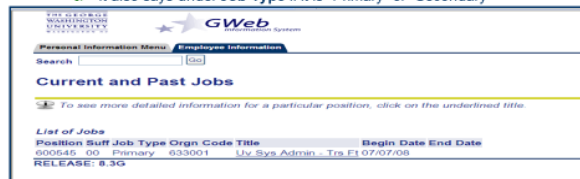
Viewing your Timecard & Missed punches

- **Employees have view only access to their timecard**

- **Instructions are located at:**
  - https://hr.gwu.edu/time-entry-and-reviewing-time-card

- **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.**