



Creating Historical Time-Off Requests

The university does not allow edits or adjustments in the Time Reporting System to pay periods after the departmental due date. A [manual timesheet](#) must be submitted to payroll_payreq@gwu.edu to adjust an employee's pay, **including missed annual and sick time hours**.

Annual and sick time-off requests are allowed in prior periods. Payroll Services will release the hold on historical time-off requests only, generally the day after the departmental due date for the pay period by COB.

- Time-off can be added or canceled for a prior pay period by the manager or the timekeeper through the 'Request Manager'
- Time-off can be added or canceled for a prior pay period by the employee through 'My Calendar'

After the request is made by either party, the manager or timekeeper should return to the Request Manager and search for the request using the appropriate date range and then approve or refuse the request and submit a timesheet for payment if required.

Modified By (User...)	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
hooverh	Annual	7/09/2019 13:32	Submitted	Hoover, Herbert	7/01/2019	Hoover, Herbert	7/03/2019	ANNUAL	
hooverh	Annual	7/09/2019 13:32	Submitted	Hoover, Herbert	7/05/2019	Hoover, Herbert	7/05/2019	ANNUAL	
zbarr	Annual	7/17/2019 12:43	Approved	Barr, Zendra M	7/05/2019	Roosevelt, Franklin	7/05/2019	ANNUAL	

Type	Reporting Period	Units	Probationary Balance	Opening Balance	Ending Balance
ANL	7/01/2018 - 6/30/2019	Hour		0.0	
ANLCARRY	7/01/2018 - 6/30/2019	Hour		0.0	
SICK	7/01/2018 - 6/30/2019	Hour		0.0	

Reviewing an Historical Time-Off Request

- Corrections on time cards will be indicated with a black dot on the date the correction was made
- Under the **Historical Corrections** tab you can view any historical time-off requests made for that time period.
- Note, it will indicate that it was not included in the Totals and a manual timesheet will be required for any non-exempt employee who was not paid. Timesheets for exempt employees who were paid regular hours instead of time-off hours do not need to be submitted.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 6/30									
Mon 7/01	9:00...			9:00		13:48	4.8	4.8	4.8
Tue 7/02	9:00...					13:48	4.8	4.8	9.6
Wed 7/03	9:00...			9:00		13:48	4.8	4.8	14.4
Thu 7/04		Independ...	4.8					4.8	19.2
Fri 7/05	9:00...								
		ANNUAL	4.0	9:00					
		ANL	4.0	9:00					
				13:00		13:48	0.8	4.8	24.0
Sat 7/06									24.0

Pend...	Historical Date	Type of Edit	Pay Code	Amount	Account	Com...	Note	User	Edit Date	Effective Date	Include in Totals
	7/05/2019	Correction	REG	-4.0 (paid)	3310/999/18823600/999			zbarrtraining.timeke...	7/17/2019 12:43:30	7/17/2...	No
	7/05/2019	Correction	ANL	4.0 (paid)	3310/999/18823600/999			zbarrtraining.timeke...	7/17/2019 12:43:30	7/17/2...	No