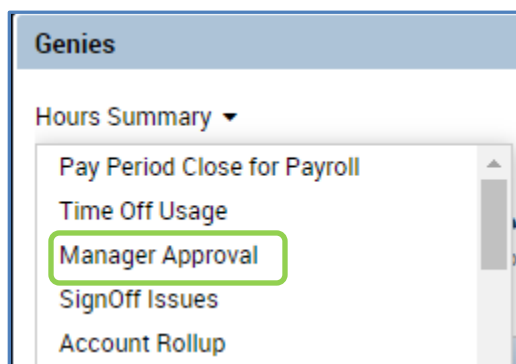# Manager Approval Genie

The Manager Approval Genie's purpose is to check employees to ensure they have been approved and what timekeepers have approved them. If the employee has multiple positions or timekeepers you will see multiple approvals along with the timekeeper's name.

Log into go.gwu.edu/trs
- Select the drop-down box under Hours Summary
- Select **Manager Approval** Genie



- The Manager Approval Genie will open
- You can view approvals under the **Approved Manager Names** column



| GWid | Name | Pay Rule | Banner Org Num | Department Name | Manager Approval | Managers Who Approved Timecard | Signed Off | Missed Punch | Total Paid Hours | Assigned Manager |
|------|------|----------|----------------|-----------------|------------------|-------------------------------|-----------|-------------|------------------|------------------|
| GW1104 | Lincoln, Abraham | NE11 | 999999 | TEST DEPARTMENT | 1 | Washington, George | | | 66.5 | Washington, Geo... |
| GW1103 | Cleavland, Grover | TP11 30MIN LUN... | 999999 | TEST DEPARTMENT | 2 | Barr, Zendra M  Washington, George | | | 42.0 | Washington, Geo... |
| GW1106 | Truman, Harry | NE11 30MIN LUN... | 888888 | TEST PC DEPARTMENT | 1 | Barr, Zendra M | | | 79.25 | Washington, Geo... |