

GW|Payroll

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

Genies	
Hours Summary 🔻	
Pay Period Close for Payroll	-
Time Off Usage	
Manager Approval	
SignOff Issues	
Account Rollup	

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

Genies												
Manager Approval Loaded 14:41 Current Pay Period										rent Pay Period		
Select All Column Filter People Timekeeping Approval Selection												
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		