
THE GEORGE
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UNIVERSITY

WASHINGTON, DC

TRS New User Training

TRS Functionality Part II

TRS New User Training

TRS Functionality Part II

Instructor: Zendra Barr

Payroll Services

TRS Administrator

timerep@gwu.edu or 571-553-4407

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To complete Training:

MUST COMPLETE:

- TRS Compliance & Policy Part I
- TRS Functionality Part II
- TRS Quiz – pass with passing grade
- TRS Access Request form submitted to timerep@gwu.edu

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Note:

This training will cover edit & approval access

Your access level will reflect what is requested on your TRS Access Form

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Additional Resources for Training

- Employee Handbook: <https://hr.gwu.edu/compensation>
- Benefits Time Off System - <https://hr.gwu.edu/paid-time>
- Payroll Website: <https://hr.gwu.edu/payroll>
- Payroll Tip Sheets -<https://hr.gwu.edu/trs-instructions>
 - All instructions on this training have corresponding tips sheets located on the Payroll TRS Instructions page. You will also find the power point slides for this training.
- Payroll Services YouTube Channel -
<https://www.youtube.com/channel/UCpCj73kWAKtkSKCF91xYe-Q>
 - Employee Training Videos including the TRS Training videos
 - Additional Timekeeper Training Videos

TRS New User Training

- Logging into UKG
- UKG Timekeeping Function and Settings

Accessing the UKG Time Reporting System (TRS)

There are two ways to access the TRS system to review time and time off

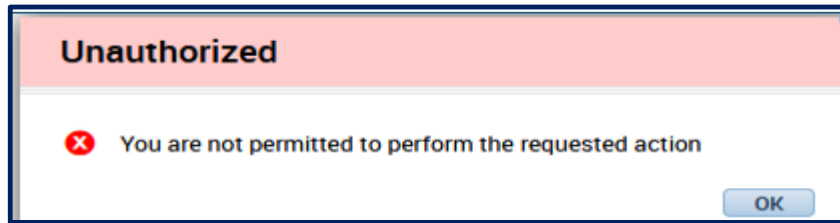
- Mobile App
- UKG Browser

Logging into UKG Browser

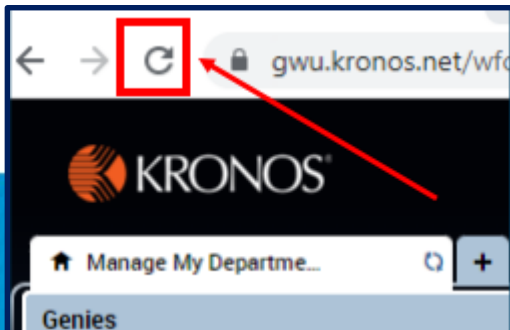
- Managers & Timekeepers can use the UKG browser or Mobile App to process employees time
 - Browser Link: <http://go.gwu.edu/TRS>
 - Mobile Instructions: <https://hr.gwu.edu/mobile-app>
- **UKG is setup for Single Sign-On**
 - If you are not already signed into the Single Sign-On, you will be prompted for your GW email address and password.

System Time Out

- Employees are able to access the Time Reporting System (TRS) with single sign on. However, access will “time out” after 5 minutes of inactivity and a message will pop up that says “You are not permitted to perform the Requested action.”



- To re-access the TRS, you will need to refresh/reload your page to sign back into the TRS.



Accessing UKG Workforce Central Mobile App

- The UKG Workforce Central mobile app, available in the Apple and Android app stores, delivers instant access to relevant employee information and tools via a simple and intuitive design. Allowing you to access the application from work, in the field, and on the go.
- Access Mobile agreement on the Payroll Services website. Sign off on agreement to obtain the server name and download the mobile app.
 - **Mobile Agreement:**
<https://hr.gwu.edu/ukg-workforce-mobile-user-agreement-and-authorization>
- **Mobile App Guides:**
Can be found at <https://hr.gwu.edu/mobile-app>

UKG Navigator & Workspace

Manager Navigator

Active Bar

Displays active workspaces, click title to bring a workspace into focus. (**Manage My Department** is your primary workspace)

Workspace

Displays one or more widgets and the Related Items pane.

Alerts

Links, which appear as icons enabling you to quickly view exceptions, time off, and delegation alerts.

Name/Sign Out

Identifies user and a link to log out of navigator

The screenshot shows the Manager Navigator interface. At the top left is the UKG logo. Below it is the 'Active Bar' with a tab for 'Manage My Department'. The main workspace displays a 'Genies' window with a 'Hours Summary' widget. This widget includes a toolbar with icons for 'Select All Rows', 'Custom Selection', 'Filter', 'People', 'Timekeeping', 'Approval', and 'Schedule'. Below the toolbar is a table with the following data:

GMID	Name	Pay Rule	ECLS	Banner Org Natn	Department Name	Manager Approval	Mixed Patch	Annual Hours	Sick Hours	Holiday Hours	Other P. Leave H.	Worked Hours	Total Paid Hours	Unpaid Hours	Assigned Manager
00000005	Jackson, Andrew	NET1 NO L.		000000	Presidents Office							75.25	75.25		Washington, George
00000002	Jefferson, Thomas	EX12		000000	Presidents Office							48.0	48.0		Washington, Martha
00000003	Lincoln, Abraham	TP11 32M.		000000	Presidents Office							18.0	18.0		Washington, Martha
00000004	Roosevelt, Franklin	NET1 NO L.		000000	Presidents Office							64.0	64.0		Washington, George
00000001	Washington, George	EX11		000000								80.0	80.0		Washington, Martha

On the right side of the interface is a 'Related Items Pane' with a list of items: Genies, Departmental Calendars, Request Manager, Actions, My Calendar, IS Summary, Manage Approval, and Employee Hours by Week. At the top right, the user's name 'George Washington' and a 'Sign Out' link are displayed. A 'Repositioning Widgets' callout box is also present, explaining how to move widgets.

Additional Genies

Access additional Genies by selecting the arrow next to the **Hours Summary** default Genie. This will bring up a list of additional Genies.

Repositioning Widgets
Move a secondary widget into a primary position by clicking the title bar, dragging it over a primary widget, and releasing.



Workspace Context

Some workspaces allow you to choose a context - a **Time Period** and **set of Employees** to use in all widgets where they apply. If needed, change the selections and click the Synchronize icon.

Related Items Pane

Includes one or more additional widgets for less common tasks; the Related Items pane contains different widgets for each workspace.

Workspace Toolbar



Filter lets you search on selected Genie rows

Schedule can be used for bi-weekly Exempt employees

Refresh will refresh the data on the Genie

Column Selection lets you remove columns you do not want to see

Approval button is used to approve from the Genie

Share gives options to print Genie or export Genie in Excel or CVS output

Select All Rows lets you select all employees in a Genie

Timekeeping is used to add or remove a punch that replicates TRS

GoTo allows access to other widgets that are available for the same selection of employees. *(You do not have to select the employees and time period each time you change widgets)*

People shows employee info such as; accrual info, primary job info, meal break setting

Workspace Content

Genies

- **Hours Summary** - (default)
- **QuickFind** - Search for employees
- **Manager Approval** - displays manager approval
- **Reconcile Timecard for Payroll** - Used if you have work schedules
- **Accrual Reporting Period** - Shows time off balances
- **SignOff Issues** - Quick view of exceptions and unapproved timecards
- **Reconcile Timecard** - Genie for departments that use work schedules
- **Employee Hours by Week** - Shows overtime column
- **Pay Period Close** - Like Hours Summary has field showing if timecard is signed-off
- **IS Summary** - Shows employee username, email address info

Time Periods

- **Pervious Pay Period** (default)
- **Current Pay Period**
- **Next Pay Period**
- **Current Schedule Period** (displays week format - employees are clocking in and out for)
- **Previous Scheduled Period** (displays week format -last scheduled week employees were clocking in and out for)
- **Next Scheduled Period** (displays week format - next scheduled)
- **Week to Date**
- **Last Week**
- **Yesterday**
- **Today**
- **Yesterday plus 6 days**
- **Last 30 days**

HyperFinds

- **All Home - Bi-Weekly**: Shows only bi-weekly paid employees (default)
- **All Home - Monthly**: Shows only monthly paid employees (choose from drop down)
- **All Home and Transferred in Employees**: Shows bi-weekly and monthly employees (choose from drop down)
- **All Home - Termined**: Shows anyone terminated in the TRS (choose from drop down)

Click **refresh** on tab to refresh workspace settings

Genies

Hours Summary ▾

Loaded 15:07 Previous Pay Period ▾ All Home - Bi-Weekly ▾ Edit

Select All Rows Column Selection Filter People Timekeeping Approval Schedule Refresh Share Go To

UKG Terms

- **BW** – Abbreviation for bi-weekly paid employee
- **MO** – Abbreviation for monthly paid employee
- **Pay Rule** – Represents the pay class of an employee such as union, temp, exempt, regular nonexempt.....
- **Secondary Job** –BW employees with more than one position have one labeled as primary and all others are labeled as secondary
- **Transfer** – All secondary jobs have to transfer their time to their secondary positions when clocking so secondary timekeepers can see them on their Genies
- **Accrual Profile** – Used to calculate employees Time Off
- **Approve Timecard** – Approvals are made by the department's designated Timekeeper with approval access. Once the time card is approved in the application Payroll Services knows the time is ready to be processed and picks that time up in the time file to be processed
- **Sign-Off** – sign-offs are made by the TRS Administrator. The system will sign off and freeze all timecards that have an approval with no missed punches. Signed off time will be included in the time file for processing.

Audits

- The Audits Widget lets you review any edit made to the employee's timecard
 - Select employee
 - Select **GoTo** button
 - Select **Audits**

The screenshot displays the 'Audits' widget in a software interface. The top section shows a list of employees with columns for Gwid, Name, Pay Role, ECLS, Banner, Org Num, Department Name, Manager Approval, Managers Who Approved Timecard, and Signed Off. A blue callout box points to the 'Go To' button in the top right and the 'Audits' option in a dropdown menu, with the text: "Select GoTo button, Select Audits".

The bottom section shows a detailed view of punches for an employee named 'Ramas, Benjamin D'. A blue callout box explains the 'Data Source' column: "User Column displays number used to clock or Gwid for edited punches" and "Data Source displays device used to clock in and out". Below this, a list of punches is shown with columns for Date, Time, Type, User, and Data Source. A legend indicates: "Teletime = Phone", "Mobile Device = Mobile App", and "Time card Editor = Computer Browser".

Date	Time	Type	User	Data Source
4/15/2022	6:54	Add Punch	SuperUser@gewash-p-a01 https://128.164.11.166/Production: 5715534	Teletime IP
5/03/2022	7:00	Add Pay Code	sejohn.gwu.kronos.net: 128.164.106.34	Global Time Off Request
5/02/2022	7:00	Add Pay Code	sejohn.gwu.kronos.net: 128.164.106.34	Global Time Off Request
4/15/2022	16:00	Add Punch	SuperUser@gewash-p-a01 https://128.164.11.166/Production: 5715534	Teletime IP
4/18/2022	6:53	Add Punch	SuperUser@gewash-p-a01 https://128.164.11.166/Production: 5715534	Teletime IP
4/18/2022	16:01	Add Punch	SuperUser@gewash-p-a02 https://128.164.11.166/Production: 5715534	Teletime IP
4/19/2022	6:53	Add Punch	SuperUser@gewash-p-a01 https://128.164.11.166/Production: 5715534	Teletime IP
4/19/2022	16:00	Add Punch	SuperUser@gewash-p-a01 https://128.164.11.166/Production: 5715534	Teletime IP
4/19/2022	16:01	Add Punch	SuperUser@gewash-p-a01 https://128.164.11.166/Production: 5715534	Teletime IP
4/19/2022	16:01	Delete Punch	sejohn.gwu.kronos.net: 128.164.106.122	Teletime IP
4/20/2022	6:54	Add Punch	SuperUser@gewash-p-a03 https://128.164.11.166/Production: 5715534	Teletime IP
4/21/2022	7:00	Add Pay Code	sejohn.gwu.kronos.net: 128.164.106.43	Global Time Off Request
4/20/2022	12:55	Add Punch	bramas.gwu.kronos.net: 71.171.92.14	Mobile Device

Audits

- **User Column** displays number used to clock or Gwid for edited punches
- **Data Source** displays device used to clock in and out
 - Teletime IP = Phone
 - Mobile Device = Mobile App
 - Timecard Editor = Computer Browser

The screenshot shows the 'Audits' section of a time management system. At the top, there's a 'Manager Approval' section with a table of employees. Below that is the 'Audits' table. A blue callout box points to the 'Go To' button in the top right, with the text 'Select GoTo button, Select Audits'. Another blue callout box points to the 'User' and 'Data Source' columns in the 'Audits' table, with the text 'User Column displays number used to clock or Gwid for edited punches' and 'Data Source displays device used to clock in and out'. A third blue callout box points to the 'Data Source' column, listing: 'Teletime = Phone', 'Mobile Device = Mobile App', and 'Time card Editor = Computer Browser'. The 'Audits' table has columns for Date, Time, Type, User, and Data Source. The 'Data Source' column contains values like 'Teletime IP', 'Global Time Off Request', and 'Mobile Device'.

Date	Time	Type	User	Data Source
4/15/2022	6:54	Add Punch	SuperUser@geowash-p-a01.https://128.164.11.166/Production: 5715534	Teletime IP
5/03/2022	7:00	Add Pay Code	sejohn.geu.kronos.net:128.164.106.34	Global Time Off Request
5/02/2022	7:00	Add Pay Code	sejohn.geu.kronos.net:128.164.106.34	Global Time Off Request
4/15/2022	16:00	Add Punch	SuperUser@geowash-p-a01.https://128.164.11.166/Production: 5715534	Teletime IP
4/18/2022	6:53	Add Punch	SuperUser@geowash-p-a01.https://128.164.11.166/Production: 5715534	Teletime IP
4/18/2022	16:01	Add Punch	SuperUser@geowash-p-a02.https://128.164.11.166/Production: 5715534	Teletime IP
4/19/2022	6:53	Add Punch	SuperUser@geowash-p-a01.https://128.164.11.166/Production: 5715534	Teletime IP
4/19/2022	16:00	Add Punch	SuperUser@geowash-p-a01.https://128.164.11.166/Production: 5715534	Teletime IP
4/19/2022	16:01	Add Punch	SuperUser@geowash-p-a01.https://128.164.11.166/Production: 5715534	Teletime IP
4/19/2022	16:01	Delete Punch	sejohn.geu.kronos.net:128.164.106.122	Teletime IP
4/20/2022	6:54	Add Punch	SuperUser@geowash-p-a03.https://128.164.11.166/Production: 5715534	Teletime IP
4/21/2022	7:00	Add Pay Code	sejohn.geu.kronos.net:128.164.106.43	Global Time Off Request
4/20/2022	12:55	Add Punch	bramas.geu.kronos.net:71.171.92.14	Mobile Device

Assigned Managers for Students

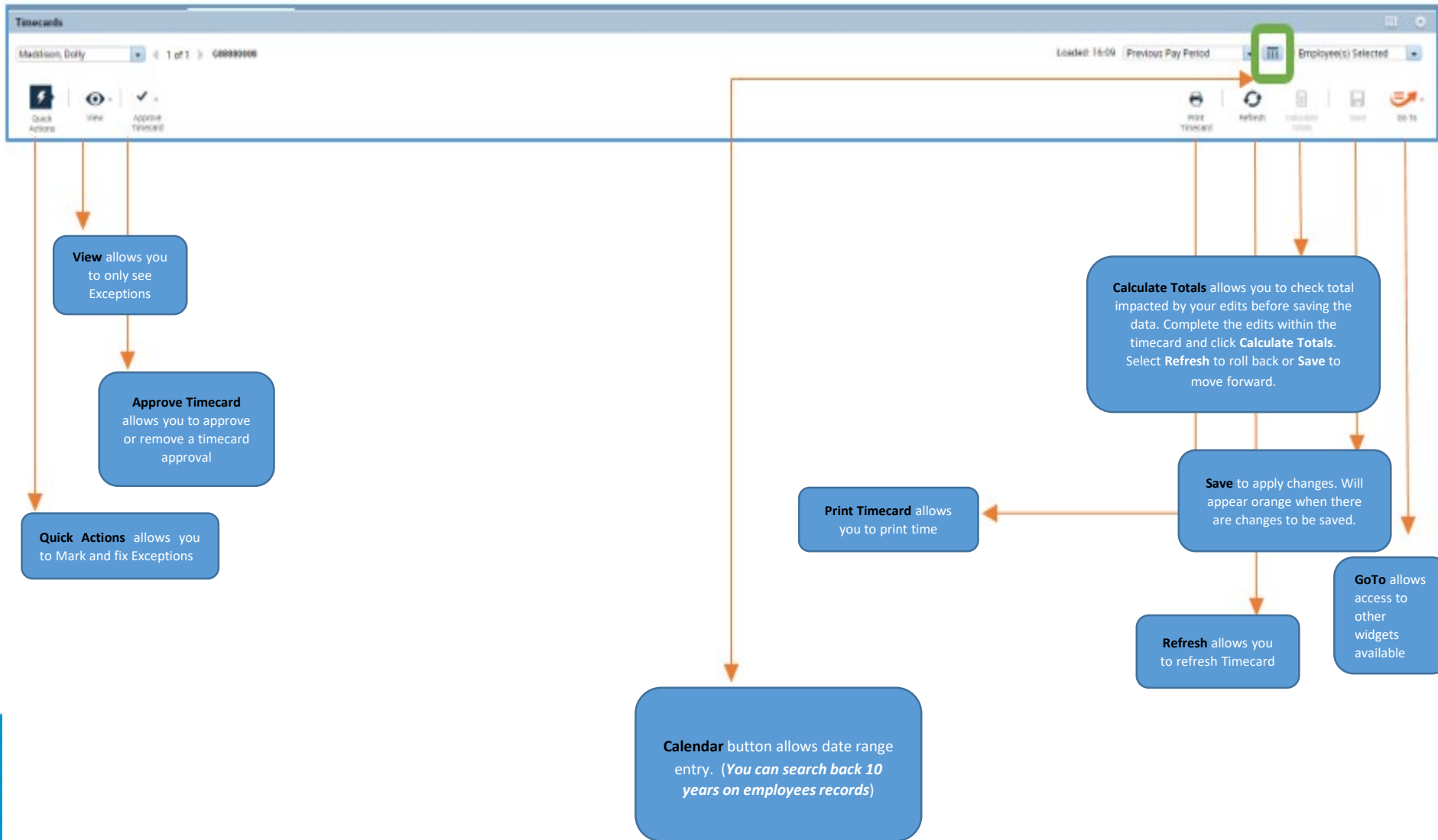
- Assigned Managers are used for Time Off approval in TRS
- Assigned Managers are pulled from Banner
- If the Assigned Manager is wrong contact Student Employment to assist in the change
 - **Note:** Employees with multiple positions can only have 1 assigned manager. It will be the primary position.

Hours Summary ▾ Loaded 15:33

GWid	Name *	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Missed Punch	Annual Hours	Sick Hours	Holiday Hours	Other Paid Leave Ho...	Worked Hours	Total Paid Hours	Unpaid Hours	Assigned Manager
GW1103	Cleveland, Grover	TP11 30MIN..		999999	TEST DEPARTMENT										Washington, George
GW1107	Eleanor Roosevelt	NE17 30MIN..		999999	TEST DEPARTMENT					8.0			8.0		Washington, George
77777777	EMAIL NOTIFICATION USER	TP11		999999	TEST DEPARTMENT										
099990009	ESOC, ESOC	TP11		999999	TEST DEPARTMENT										
GW1104	Lincoln, Abraham	NE11 30MIN..		999999	TEST DEPARTMENT					8.0			8.0		Washington, George
GW1108	Roosevelt, Franklin	TP11 45MIN..		999999	TEST DEPARTMENT										Washington, George

Reviewing Nonexempt Time Card

Top Timecard Toolbar



Bottom Timecard Toolbar

Tabs available at the bottom of the timecard are as follows from left to right:

- **Totals tab** allows you to check the total amount being charged for each labor charge account
- **Accruals tab** allows you to check accrual balances for the employees. Uses the date you have selected.
- **Audits tab** allows you to review all edits made to an employees time card before sign-off
- **Historical Corrections** allows you to review all edits made to an employees timecard after sign-off

The screenshot displays the bottom toolbar of a timecard system with four tabs: Totals, Accruals, Audits, and Historical Corrections. Each tab is highlighted with a green box, and a blue callout box with an arrow points to it, explaining its function.

- Totals tab:** Check Totals. The table below shows labor charge accounts and their amounts.
- Accruals tab:** Check time off accruals. The table below shows accrual balances and units.
- Audits tab:** Check Audits made to time card. The table below shows audit details.
- Historical Corrections tab:** Check Historical Time Off entries. The table below shows historical correction details.

Account	Pay Code	Amount
88/999/0601800/999	ANL Overdraft	3.0
Z/999/999/88888/999/0601800/999	ANL	5.0
Z/999/999/88888/999/0601800/999	REG	28.0

Code	Accrual Available Balance	Accrual Units	Accrual Taken to Date
	-3.0	Hour	5.0
	0.0	Hour	0.0
SICK	4.0	Hour	0.0

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Include in...	Effective ...	Comm...	Edit Date	Edit Time	User	Data Source
							In Punch				10/10/20...	11:11 (GMT -0...	washin...	Timecard Editor
							Out Pu...				10/10/20...	11:11 (GMT -0...	washin...	Timecard Editor
							In Punch				10/10/20...	11:11 (GMT -0...	washin...	Timecard Editor

Pending	Historical Date	Type of Edit	Pay Code	Comment	Note	User	Edit Date	Effective Date	Include in Totals
	9/30/2019	Correction	ANL			zbarr:training.timeke...	10/10/2019 11:12:2...	10/10/2019	No
	9/30/2019	Correction	ANL			zbarr:training.timeke...	10/10/2019 11:14:0...	10/10/2019	No
	9/30/2019	Correction	ANL Overd...			zbarr:training.timeke...	10/10/2019 11:14:0...	10/10/2019	No

Genie Employee Info Box

- Right click on the employees name on the **Genie** to display an info box and action buttons
- The info box gives you options to:
 - Add a punch
 - Add a Pay Code
 - Approve the Timecard

Right click on name on Genie to display an information box. The box also gives you options to:

Add punch, Add Pay Code, Approve Timecard

GWid	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Total Paid Hours	Unpaid Hours	Assigned Manager
G88880005	Jackson, Andrew	NE11 NO L		88888	Presidents Office	54.0		Washington, George
G88880002	Jefferson,					3.2	48.0	Washington, Martha
G88880003	Lincoln, Al							Washington, Martha
G88880008	Maddison,						4.0	Washington, George
G88880004	Roosevelt,					32.0	40.0	Washington, George
G88880001	Washington,					72.0	80.0	Washington, Martha

Timecard Employee Info Box

- Right click on the employees name on the **timecard** to display an info box
- The info box will display information such as Pay Rule, Accrual Profile, Employment terms and Primary account

The screenshot shows a 'Timecards' application interface. On the left, there's a calendar view for the week of August 25th to 31st. The main area displays a timecard for 'Jackson, Andrew' (ID: G8880005). An information box is open over the timecard, showing the following details:

- Pay Rule:** beginning of time - forever; NE11 NO LUNCH
- Accrual Profile:** beginning of time - forever; Res FT before 7-1-19 0-15 yrs
- Employment Terms:**
- Primary Account(s):** 8/24/2019-forever Z/999/999/888888/999/A0951 300/999
- Manager:** Washington, George
- Attendance Profile:**
- Daily:** 8.0 **Weekly:** 40.0 **Per Pay Period:** 0.0

A blue callout box with an orange arrow pointing to the employee's name in the timecard grid contains the following text:

Right click on the name in the time card to display an information box. The box gives you info such as:

Pay Rule, Accrual Profile, Employment Terms, Primary Account, Manager ...

Amount	Shift
8.0	9:00
8.0	9:00
8.0	9:00
8.0	9:00

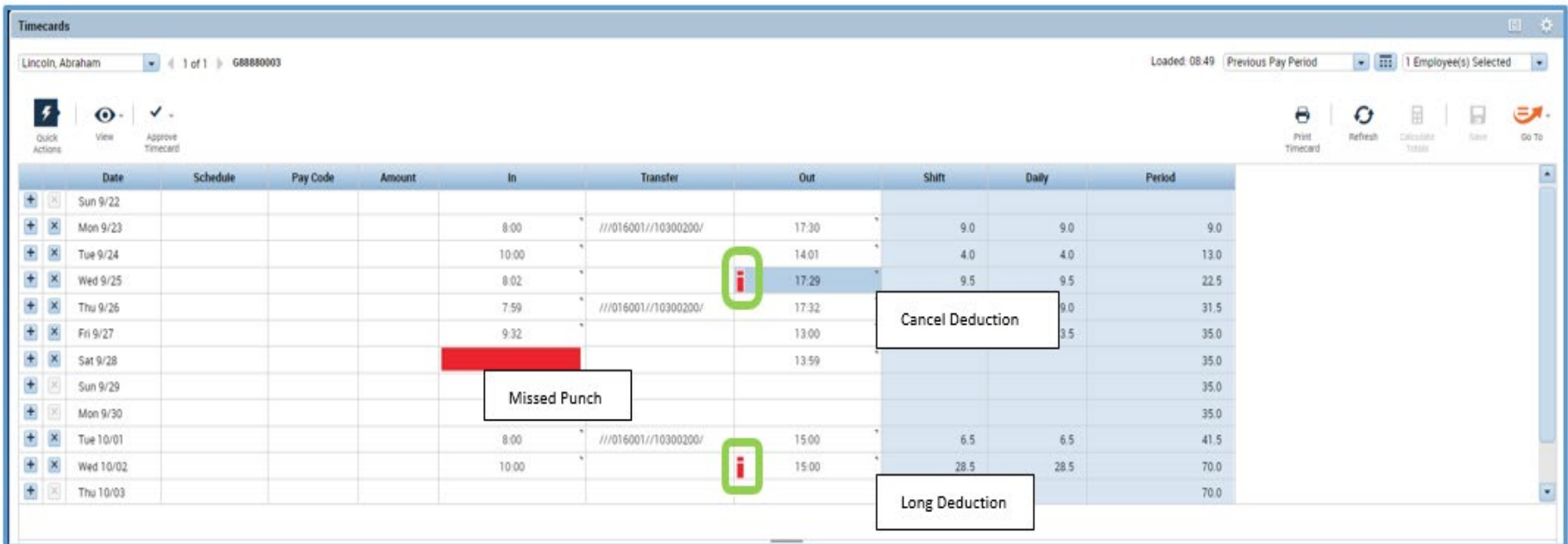
Exception Edits

Time Card Policy Review for following Exception Edits

- Timekeepers should have a detailed email from the employee stating reason edit is needed.
- Timekeepers are required to add detailed comments when editing the timecard
- All time reporting documents including emails asking for edits need to be saved for 3 years
- **Never delete or edit time** without detailed reason from employee
- Email timerep@gwu.edu if you see hours that are not for your department
- Contact your HR Business Partner and timerep@gwu.edu if you think there is time abuse
- Nonexempt timekeepers should be clocking using the TRS timestamp feature

Time Card Indicators

- Hover mouse over indicators in timecard and objects to see a *tool tip* containing details, where applicable.
- Right-click a cell within a widget; in many cases, this *opens a callout* with detailed information and icons for any questions you are allowed to perform on that cell



The screenshot shows a web application interface for "Timecards". At the top, it displays the employee name "Lincoln, Abraham", a page indicator "1 of 1", and an ID "G88880003". On the right, it shows "Loaded: 08:49", "Previous Pay Period", and "1 Employee(s) Selected". Below the header are several action buttons: "Quick Actions", "View", "Approve Timecard", "Print Timecard", "Refresh", "Calculate Totals", "Save", and "Go To".

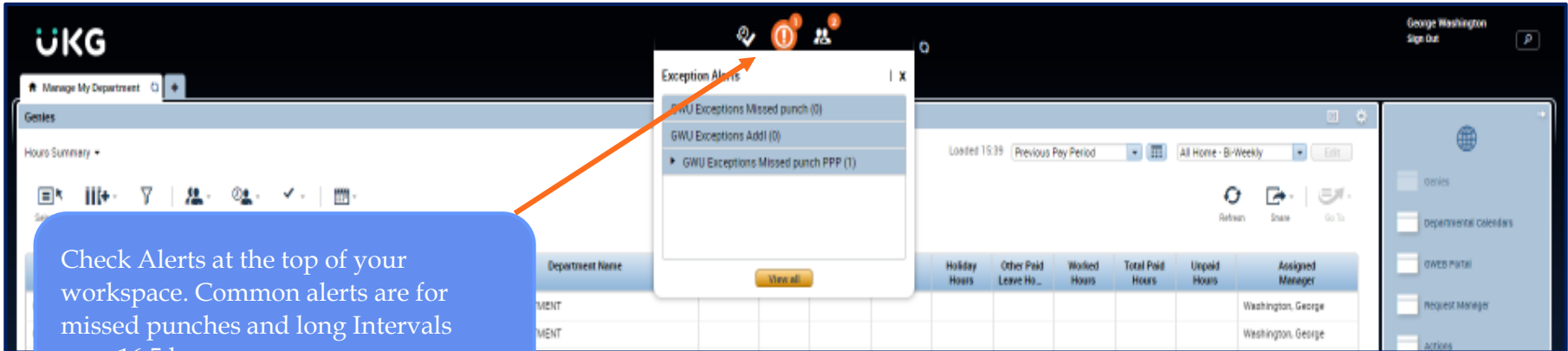
Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 9/22									
Mon 9/23				8:00	///016001///10300200/	17:30	9.0	9.0	9.0
Tue 9/24				10:00		14:01	4.0	4.0	13.0
Wed 9/25				8:02		17:29	9.5	9.5	22.5
Thu 9/26				7:59	///016001///10300200/	17:32		9.0	31.5
Fri 9/27				9:32		13:00		3.5	35.0
Sat 9/28						13:59			35.0
Sun 9/29									35.0
Mon 9/30									35.0
Tue 10/01				8:00	///016001///10300200/	15:00	6.5	6.5	41.5
Wed 10/02				10:00		15:00	28.5	28.5	70.0
Thu 10/03									70.0

Callout boxes in the image:

- "Missed Punch" points to the red bar in the "Amount" column for Fri 9/27.
- "Cancel Deduction" points to the "i" icon in the "Transfer" column for Thu 9/26.
- "Long Deduction" points to the "i" icon in the "Transfer" column for Tue 10/01.

Editing Missed Punch Exceptions from Genie

- Check Alerts at the top of your workspace. Common alerts are for missed punches and long intervals over 16.5 hours.

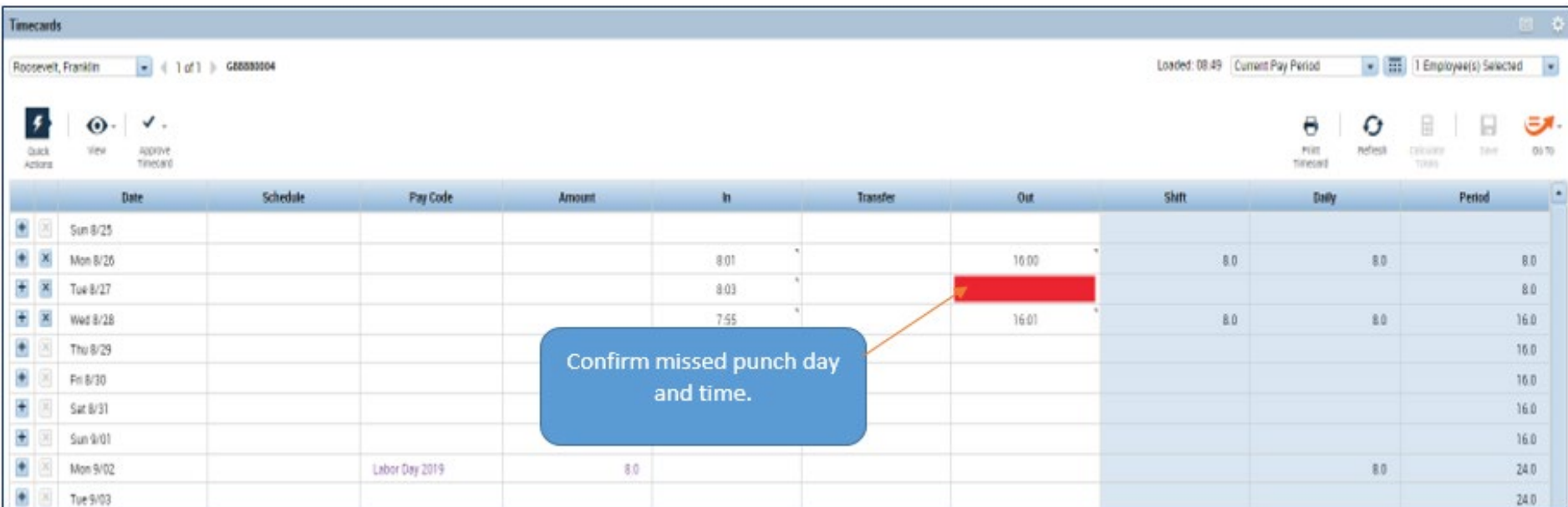


The screenshot displays the UKG Genie workspace interface. At the top right, there are notification icons, including a red circle with a white exclamation mark. A pop-up window titled "Exception Alerts" is open, listing three items: "GWU Exceptions Missed punch (0)", "GWU Exceptions Add (0)", and "GWU Exceptions Missed punch PPP (1)". An orange arrow points from a blue callout box to the red notification icon. The background shows a "Genie" workspace with a "Hours Summary" section and a table with columns for "Department Name", "Holiday Hours", "Other Paid Leave Ho...", "Worked Hours", "Total Paid Hours", "Unpaid Hours", and "Assigned Manager".

Check Alerts at the top of your workspace. Common alerts are for missed punches and long Intervals over 16.5 hours.

Editing Missed Punch Exceptions from Genie

Confirm missed punch day and time



The screenshot shows the 'Timecards' interface for Roosevelt, Franklin. The table displays punch exceptions for the period from 8/25 to 9/03. A blue callout box points to a red highlighted cell in the 'Out' column for the date 8/27, containing the text 'Confirm missed punch day and time.'

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 8/25									
Mon 8/26				8:01		16:00	8.0	8.0	8.0
Tue 8/27				8:03					8.0
Wed 8/28				7:55		16:01	8.0	8.0	16.0
Thu 8/29									16.0
Fri 8/30									16.0
Sat 8/31									16.0
Sun 9/01									16.0
Mon 9/02		Labor Day 2019	8.0					8.0	24.0
Tue 9/03									24.0

Editing Missed Punch Exceptions from Genie

Select **Add Punch** from the **Timekeeping** button

The screenshot displays the UKG Genie interface. At the top left is the UKG logo. The main header area includes 'Manage My Department' and user information for 'George Washington' with a 'Sign Out' button. Below the header, there's a 'Hours Summary' section with a 'Loaded 14:43' timestamp and filters for 'Previous Pay Period' and 'All Home - Bi-Weekly'. A toolbar contains icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', and 'Schedule'. The 'Timekeeping' icon is highlighted, and a dropdown menu is open, showing 'Add Punch' (highlighted with a green box), 'Delete Punch', 'Add Pay Code', and 'Delete Pay Code'. A blue callout box with an arrow pointing to the 'Add Punch' option contains the following instructions:

- After confirming punch time select employees name in Genie
- Select Timekeeping button
- Select Add Punch

The main data table has columns for 'GWid', 'Name', 'CLS', 'Banner Org Num', 'Sick Hours', 'Holiday Hours', 'Other Paid Leave Ho.', 'Worked Hours', 'Total Paid Hours', 'Unpaid Hours', and 'Assigned Manager'. The table lists several employees, including Cleveland, Grover; Eleanor, Roosevelt; EMAIL NOTIFICATION USER; ESOC, ESOC; Lincoln, Abraham; and Roosevelt, Franklin.

Editing Missed Punch Exceptions from Genie

- When adding a punch enter time in military time
- In the Add Punch box you can add:
 - Day of missed punch
 - Time off missed punch
 - Secondary transfer
 - Meal break deduction
 - Transfer code to secondary position if needed

Add Punch

Date: * 8/27/2019 Clear

Time (H:mm): * 16:05

Override: [Dropdown]

Cancel Deduction: [Dropdown]

Transfer: [Dropdown]

Comments (1) Add Comment

- Employee Forgot to Clock...
- clocking and gave me missed punch clock time of 4:05 pm. They included their manager in the email.

Add another note

Add

Cancel Apply

Enter time in military time

Add day, time, and comment, and secondary transfer if needed

Editing Missed Punch Exceptions from Genie

- Go back to time card and confirm the punch has been added
- Add a comment if one was not added

The screenshot displays the UKG Timecards interface for Roosevelt, Franklin. The table shows time card entries from Sun 8/25 to Fri 9/05. A missed punch entry is highlighted on Mon 8/26, with a tooltip indicating the employee forgot to clock in/out. A blue callout box provides instructions on how to edit this entry.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 8/25									
Mon 8/26				8:01		16:00	8.0	8.0	8.0
Tue 8/27				8:03		16:05	8.0	8.0	16.0
Wed 8/28				7:55					
Thu 8/29									24.0
Fri 8/30									24.0
Sat 8/31									24.0
Sun 9/01									24.0
Mon 9/02		Labor Day 2019	8					8.0	32.0
Tue 9/03									32.0
Wed 9/04									32.0
Thu 9/05									32.0
Fri 9/05									32.0

Go back into time card and time will be inserted with comment code

Employee Forgot to Clock In/Out [Employee emailed me on 8/26/2019 saying they forgot to clock and emailed missed clocked time and inc...]

Editing Missed Punch Exceptions from Time Card

- To add missed punch from timecard Right Click on missed punch cell

The screenshot displays the UKG Timecards interface for an employee named George Washington. The main table shows a calendar view from Sun 8/25 to Fri 9/05. A missed punch is highlighted in red on Tue 8/27, with an in-time of 8:03 and an out-time of 16:01. A blue callout box with an arrow points to this cell, containing the text "Right Click Cell".

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Period
Sun 8/25							
Mon 8/26				8:01		16:00	8.0
Tue 8/27				8:03		16:01	8.0
Wed 8/28				7:55		16:01	16.0
Thu 8/29				8:03		15:58	32.0
Fri 8/30						Long Interval	32.0
Sat 8/31							48.0
Sun 9/01							48.0
Mon 9/02		Labor Day 2019	8.0				48.0
Tue 9/03							8.0
Wed 9/04							56.0
Thu 9/05							56.0
Fri 9/06							56.0

Account	Pay Code	Amount
(X)Z/999/999/171201/999/10601800/999	HCL	8.0
(X)Z/999/999/171201/999/10601800/999	OTP	8.0
(X)Z/999/999/171201/999/10601800/999	REG	40.0
(X)Z/999/999/171201/999/10601800/999	Total Paid Hours	56.0

Editing Missed Punch Exceptions from Time Card

- Select **Edit** icon to add punch

The screenshot displays the UKG Timecards interface. A modal dialog box titled "Punch Actions" is open, showing details for a missed punch exception on 8/27/2019. The dialog includes fields for Date, Rounded Time, and Exceptions, along with an "Edit" icon and a "Select Edit" button. The background shows a timecard grid with columns for Date, Schedule, Out, Shift, Daily, and Period. A summary table at the bottom lists account information, pay codes, and amounts.

Account	Pay Code	Amount
(x)Z/999/999/171201/999/10601800/999	HOL	8.0
(x)Z/999/999/171201/999/10601800/999	OTP	8.0
(x)Z/999/999/171201/999/10601800/999	REG	40.0
(x)Z/999/999/171201/999/10601800/999	Total Paid Hours	56.0

Editing Missed Punch Exceptions from Time Card

- Enter time as military time or enter 'p' after punch to convert to PM
- Select OK

UKG George Washington Sign Out

Manage My Department... Timecards

Roosevelt, Franklin

Loaded: 14:02 Current Pay Period 1 Employee(s) Selected

Print Timecard Refresh Calculate Totals Save Go To

Punch

Date: 8/27/2019

Time (H:mm) * 4:05p

Rounded Time: 8/27/2019 8:00

Override: [Dropdown]

Time Zone: [Dropdown]

Cancel Deduction: [Dropdown]

Exceptions: Missed Out-Punch

Comments:

Select OK

Cancel OK

Transfer	Out	Shift	Daily	Period
	16:00	8.0	8.0	8.0
	16:01	8.0	8.0	16.0
	15:58	32.0	32.0	48.0
	Long Interval			48.0
				48.0
			8.0	56.0
				56.0
				56.0
				56.0
				56.0

Pay Code	Amount	
(x)Z/999/999/171201/999/10601800/999	HOL	8.0
(x)Z/999/999/171201/999/10601800/999	OTP	8.0
(x)Z/999/999/171201/999/10601800/999	REG	40.0
(x)Z/999/999/171201/999/10601800/999	Total Paid Hours	56.0

Editing Missed Punch Exceptions from Time Card

- Missed punch time now appears in cell
- You will be prompted to add a required comment once saving

The screenshot displays the UKG Timecards interface for Roosevelt, Franklin. The main table shows punch data for the period from 8/25 to 9/06. A missed punch exception is highlighted in yellow on 8/27, showing an 'Out' time of 16:05. A blue callout box with an arrow points to this cell, containing the text 'Punch now appears in cell'. Below the main table is a summary section with tabs for Totals, Accruals, Audits, and Historical Corrections. The Totals tab is active, showing a summary table with columns for Account, Pay Code, and Amount.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Period
Sun 8/25							
Mon 8/26				8:01		16:00	8.0
Tue 8/27				8:03		16:05	8.0
Wed 8/28				7:55		16:01	8.0
Thu 8/29				8:03		15:58	32.0
Fri 8/30						Long Interval	48.0
Sat 8/31							48.0
Sun 9/01							48.0
Mon 9/02		Labor Day 2019	8.0				8.0
Tue 9/03							56.0
Wed 9/04							56.0
Thu 9/05							56.0
Fri 9/06							56.0

Account	Pay Code	Amount
(X)Z/999/999/171201/999/10601800/999	HOL	8.0
(X)Z/999/999/171201/999/10601800/999	OTP	8.0
(X)Z/999/999/171201/999/10601800/999	REG	40.0
(X)Z/999/999/171201/999/10601800/999	Total Paid Hours	56.0

Editing Missed Placed Punch

- If an employee forgets to Time Stamp, the next Time Stamp will be posted in the next available slot
- This can make the employees shifts look wrong

Timecards

Lincoln, Abraham 1 of 1 G88880003

Quick Actions View Approve Timecard Sign Off Accruals Actions

	Date	Schedule	Pay Code	Amount	In	Out	Shift	Daily	Period
+ X	Sun 9/22								
+ X	Mon 9/23				8:00		9.0	9.0	9.0
+ X	Tue 9/24				8:00		9.0	9.0	18.0
+ X	Wed 9/25				17:29	7:59	14.0	14.0	32.0
+ X	Thu 9/26				17:32	8:01	14.0	14.0	46.0
+ X	Fri 9/27				17:29	8:03	14.0	14.0	60.0
+ X	Sat 9/28								60.0
+ X	Sun 9/29								60.0
+ X	Mon 9/30								60.0
+ X	Tue 10/01								60.0
+ X	Wed 10/02								60.0
+ X	Thu 10/03								60.0
+ X	Fri 10/04								60.0

If employee misses punch the next punch will go to the next available slot

This can make the employees shift look off

Editing Missed Placed Punch

- Punches should fall into correct spots leaving any missed punches that the employee missed

Timecards

Lincoln, Abraham 1 of 1 G88880003

Quick Actions View Approve Timecard Sign Off Accruals Actions

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 9/22									
+ X	Mon 9/23				8:00		17:30	9.0	9.0	9.0
+ X	Tue 9/24				8:00		17:33	9.0	9.0	18.0
+ X	Wed 9/25						17:29			18.0
+ X	Thu 9/26				7:59		17:32	9.0	9.0	27.0
+ X	Fri 9/27				8:01		17:29	9.0	9.0	36.0
+ X	Sat 9/28				8:03					36.0
+ X	Sun 9/29									36.0
+ X	Mon 9/30									36.0
+ X	Tue 10/01									36.0
+ X	Wed 10/02									36.0
+ X	Thu 10/03									36.0
+ X	Fri 10/04									36.0

Punches should fall into correct spots leaving a missed punch that the employee missed

Editing Long Interval Exceptions

- **TRS Rule** - The out punch belongs to the day of the in punch so if an employee forgot to clock out their next clock in will appear as the out punch for the prior shift resulting in a long interval exception.

The screenshot displays the U.K.G. Timecards interface for Roosevelt, Franklin. The main table shows timecard data for the period from Sun 8/25 to Fri 8/06. A long interval exception is highlighted in red on the row for Tue 8/27, showing an in time of 8:03 and an out time of 16:00. A blue callout box points to this row with the text: "If employee forgets to clock out and in the next day a long interval Exception will appear". Another blue callout box points to the 32.0 value in the Daily column for Tue 8/27, with the text: "Look for long Daily shifts". The interface also includes a Totals section at the bottom showing account balances and pay codes.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 8/25									
Mon 8/26				8:01		16:00	8.0	8.0	8.0
Tue 8/27				8:03		16:01	8.0	8.0	16.0
Wed 8/28				7:55		16:01	8.0	8.0	16.0
Thu 8/29				8:03		15:58	32.0	32.0	48.0
Fri 8/30									48.0
Sat 8/31									48.0
Sun 9/01									48.0
Mon 9/02		Labor Day 2019						8.0	56.0
Tue 9/03									56.0
Wed 9/04									56.0
Thu 9/05									56.0
Fri 9/06									56.0

Account	Pay Code	Amount
(X)Z-999-999/171201-999/10601800-999	HOL	8.0
(X)Z-999-999/171201-999/10601800-999	OTP	8.0
(X)Z-999-999/171201-999/10601800-999	REG	40.0
(X)Z-999-999/171201-999/10601800-999	Total Paid Hours	56.0

Verifying a Long Interval Exception

- If a Long Interval is correct you can Mark the exception as reviewed
- Select Quick Actions

The screenshot displays the 'Timecards' application for employee Lincoln Abraham. The interface includes a top navigation bar with the employee name, a 'Quick Actions' menu, and a table of time entries. The table columns are Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. Annotations highlight specific entries: 'Missed Punch' on Sat 9/28, 'Cancel Deduction' on Wed 9/25, and 'Long Deduction' on Tue 10/01. Information icons are present on the 'Out' column for the highlighted rows.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sat 9/28						13:59			35.0
Wed 9/25				8:02	11/016001/10300200/	17:29	9.5	9.5	22.5
Thu 9/26				7:59	11/016001/10300200/	17:32	9.0	9.0	31.5
Fri 9/27				9:32			0.5		35.0
Sun 9/29									35.0
Mon 9/30									35.0
Tue 10/01				8:00	11/016001/10300200/	15:00	6.5	6.5	41.5
Wed 10/02				10:00			28.5	28.5	70.0
Thu 10/03									70.0

Verifying a Long Interval Exception

- Select Mark/UnMark button to mark exceptions as reviewed

Timecards

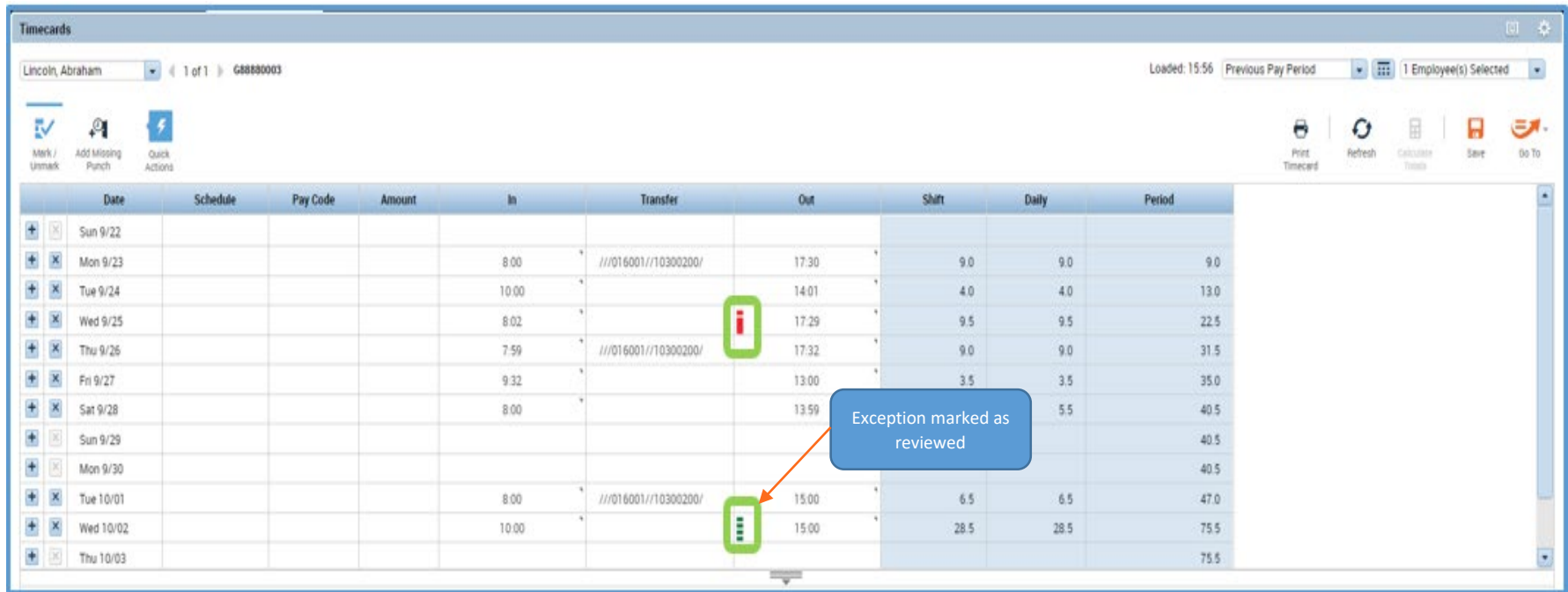
Lincoln, Abraham | 1 of 1 | 68888003 | Loaded: 15:56 | Previous Pay Period | 1 Employee(s) Selected

Mark/Unmark | Add Missing Punch | Quick Actions | Print Timecard | Refresh | Calculate Totals | Save | Go To

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 9/22									
Mon 9/23				8:00	///016001///10300200/	17:30	9.0	9.0	9.0
Tue 9/24				10:00		14:01	4.0	4.0	13.0
Wed 9/25				8:02		17:29	9.5	9.5	22.5
Thu 9/26				7:59	///016001///10300200/	17:32	9.0	9.0	31.5
Fri 9/27				9:32		13:00	3.5	3.5	35.0
Sat 9/28				8:00		13:59	5.5	5.5	40.5
Sun 9/29									40.5
Mon 9/30									40.5
Tue 10/01				8:00	///016001///10300200/	15:00	6.5	6.5	47.0
Wed 10/02				10:00		15:00	28.5	28.5	75.5
Thu 10/03									75.5

Verifying a Long Interval Exception

- The exceptions will turn green to mark as reviewed.



The screenshot displays the 'Timecards' application interface for Abraham Lincoln. The table shows time entries from Sun 9/22 to Thu 10/03. A callout box points to a green icon in the Transfer column for the entry on Tue 10/01, indicating that the exception has been marked as reviewed.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 9/22									
Mon 9/23				8:00	///016001//10300200/	17:30	9.0	9.0	9.0
Tue 9/24				10:00		14:01	4.0	4.0	13.0
Wed 9/25				8:02		17:29	9.5	9.5	22.5
Thu 9/26				7:59	///016001//10300200/	17:32	9.0	9.0	31.5
Fri 9/27				9:32		13:00	3.5	3.5	35.0
Sat 9/28				8:00		13:59		5.5	40.5
Sun 9/29									40.5
Mon 9/30									40.5
Tue 10/01				8:00	///016001//10300200/	15:00	6.5	6.5	47.0
Wed 10/02				10:00		15:00	28.5	28.5	75.5
Thu 10/03									75.5

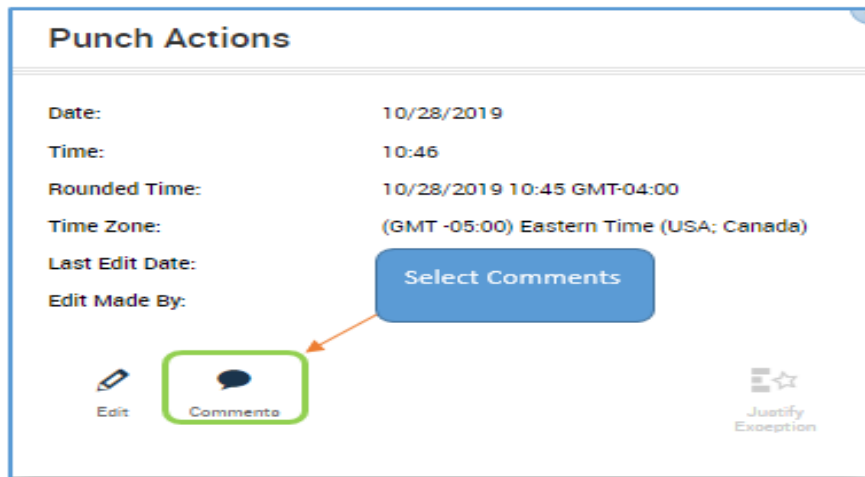
Adding Comments

- Comments for all edits are required
- Right click on cell to activate the comment box
- Comments should be to the point and of a business nature

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 9/22									
+ X	Mon 9/23				8:00	001//10300200/	17:30	9.0	9.0	9.0
+ X	Tue 9/24				10:00		14:01	4.0	4.0	13.0
+ X	Wed 9/25				8:00		17:29	9.0	9.0	22.0
+ X	Thu 9/26			7.59		///016001//10300200/	17:32	9.0	9.0	31.0
+ X	Fri 9/27				9:32		13:00	3.5	3.5	34.5
+ X	Sat 9/28				10:00		13:59	4.0	4.0	38.5
+ X	Sun 9/29									38.5
+ X	Mon 9/30									38.5
+ X	Tue 10/01				8:00	///016001//10300200/	15:00	6.5	6.5	45.0
+ X	Wed 10/02				10:00		14:31	4.5	4.5	49.5
+ X	Thu 10/03									49.5
+ X	Fri 10/04									49.5

Adding Comments

- Select comment icon



Adding Comments

- Select your comment
- Add a note
- Select OK
- The comment feature will allow you to add on additional comments and additional notes

The screenshot shows a time tracking application interface. A table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period is visible. A dialog box titled "Comment" is overlaid on the table. The dialog box contains a list of comments, a text input field with a note, and buttons for "Add", "Cancel", and "OK".

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 9/22									
Mon 9/23				8:00				9.0	9.0
Tue 9/24				10:00				4.0	13.0
Wed 9/25				8:02				9.0	22.0
Thu 9/26				7:59				9.0	31.0
Fri 9/27				9:32				3.5	34.5
Sat 9/28				10:00				4.0	38.5
Sun 9/29									38.5
Mon 9/30									38.5
Tue 10/01				8:00				6.5	45.0
Wed 10/02				10:00				4.5	49.5
Thu 10/03									49.5
Fri 10/04									49.5

Comment

Comments (1) Add Comment

- Employee Forgot to Clock...
- with a transfer code and the time clocked on 9/28 should belong to the secondary position.

Add another note

Add

Cancel OK

Select a Comment and enter in a note

Add Additional notes

Required Comments

When making an edit if you have not added a comment you will be prompted to add one

- Select the **Comment Box**
- A link will display below to **Add Comment**
- Select your comment choice and a note
- It will let you copy and past email text (**CTRL + C** to copy and **CTRL _V** to paste)
- If a punch is already deleted and it has a comment you will need to add another comment

Timecard Actions - Add Comment

Some actions require comments before the timecard can be saved.

Date	Type	Time	Pay Code Name	Pay Code Amount	Comments
5/03/2022	Add Punch	9:15			Wrong Clock Code- Timekeeper Fixed: On Mon, May ...
5/03/2022	Add Punch	17:00			

Comments (1) [Add Comment](#)

- Wrong Clock Code- Timekeeper Fixed
- On Mon, May 9, 2022 at 10:17 AM Lincoln, Abraham <sample@email.gwu.edu> wrote: Good morning, All my time stamps got shifted last weekend after I came in on Sunday. Can you please move my 9:15 out punch to the in punch on Sunday?

[Add another note](#)

Cancel Save

Required Comment Tips

- Do one edit at a time
- If a punch needs to be deleted:
 - Delete one punch at a time
 - Save
 - Add required comment
- If you delete a punch that already has a comment you must add a **NEW COMMENT** not a new note

TRS Generated Punch (Phantom Punch)

- A Phantom Punch in TRS occurs when an employee forgets to punch out for job one and on the same day forgets to punch back in for a job two.
- TRS will insert a computer generated **purple punch** that is called a Phantom Punch.
- The cause is a continuous shift from the in-punch of the first job to the out-punch of the 2nd job or shift potentially causing an over payment.

Timecards

Lincoln, Abraham 1 of 1 G88880003

Quick Actions View Approve Timecard Sign Off Accruals Actions

When employee forgets to clock out and clocks in for secondary position Kronos will add a **purple punch** as a clock out

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 9/22									
+ X	Mon 9/23				8:00		11:00			
+ X					11:00	///016001//10300200/		3.0	3.0	3.0
+ X	Tue 9/24									3.0
+ X	Wed 9/25									3.0

TRS Generated Punch (Phantom Punch)

- Right click cell to activate Punch Actions box
- Select Edit

The screenshot displays the 'Timecards' application interface. At the top, there is a header with the user name 'Lincoln, Abraham', a page indicator '1 of 1', and an ID 'G88880003'. Below the header are several icons for 'Quick Actions', 'View', 'Approve Timecard', 'Sign Off', and 'Accruals Actions'. The main area is a table with columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The table shows data for dates from Sun 9/22 to Thu 10/03. A blue callout box with an arrow points to the 'In' cell for Mon 9/23 at 11:00, with the text 'Right Click cell to activate Punch Actions box'. A 'Punch Actions' modal window is open over the table, showing details for the selected punch: Date: 9/23/2019, Time: 11:00, Rounded Time: 9/23/2019 11:00 GMT-04:00, Override: In Punch, Time Zone: (GMT -05:00) Eastern Time (USA; Canada), Last Edit Date: 9/23/2019 11:00 AM, and Edit Made By: [redacted]. A blue callout box with an arrow points to the 'Edit' button in the modal, with the text 'Select Edit'. At the bottom of the interface, there are tabs for 'Totals', 'Accruals', 'Audits', and 'Historical Corrections', and two dropdown menus set to 'All'.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 9/22									
+ X	Mon 9/23				8:00					
+ X					11:00	///016001//1030020				3.0
+ X	Tue 9/24									3.0
+ X	Wed 9/25									3.0
+ X	Thu 9/26									3.0
+ X	Fri 9/27									3.0
+ X	Sat 9/28									3.0
+ X	Sun 9/29									3.0
+ X	Mon 9/30									3.0
+ X	Tue 10/01									3.0
+ X	Wed 10/02									3.0
+ X	Thu 10/03									3.0

TRS Generated Punch (Phantom Punch)

- Select Override drop down
 - **In Punch** – will move punch to start of shift
 - **Out Punch** – will move punch to end of shift
 - **New Shift** – will move punch to start of shift. This is helpful if it's for the next day.

The screenshot displays the 'Timecards' application interface for user 'Lincoln, Abraham'. The main table shows a grid of dates from Sun 9/22 to Thu 10/03. A 'Punch' dialog box is open, showing the date 9/23/2019 and time 11:00. The 'Override' dropdown is set to 'New Shift'. The dialog includes fields for 'Date', 'Time (H:mm)', 'Rounded Time', 'Override', 'Time Zone', 'Cancel Deduction', 'Exceptions', and 'Comments'. There are 'Select New Shift', 'Select OK', 'Cancel', and 'OK' buttons. The 'OK' button is highlighted with an orange arrow.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 9/22									
+ X	Mon 9/23				8:00		11:00			3.0
+ X	Tue 9/24				11:00	///016001//103002				3.0
+ X	Wed 9/25									3.0
+ X	Thu 9/26									3.0
+ X	Fri 9/27									3.0
+ X	Sat 9/28									3.0
+ X	Sun 9/29									3.0
+ X	Mon 9/30									3.0
+ X	Tue 10/01									3.0
+ X	Wed 10/02									3.0
+ X	Thu 10/03									3.0

TRS Generated Punch (Phantom Punch)

- The missed punch exception is now displayed
- This allows the punch to be edited by the timekeeper
- The employee and manager will now be alerted of a missed punch

Timecards

Lincoln, Abraham 1 of 1 G88880003

Quick Actions View Approve Timecard Sign Off Accruals Actions

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 9/22									
+ X	Mon 9/23				8:00					
+ X					11:00	///016001//10300200/				
+ X	Tue 9/24									
+ X	Wed 9/25									
+ X	Thu 9/26									
+ X	Fri 9/27									
+ X	Sat 9/28									
+ X	Sun 9/29									
+ X	Mon 9/30									
+ X	Tue 10/01									
+ X	Wed 10/02									
+ X	Thu 10/03									

System Generated Notifications

- **Manager** long interval notifications for shifts longer than 16.5 hours in a day are sent out on Wednesdays and Saturdays
- **Manager** missed punch notifications are sent out on Wednesdays and Saturdays
- **Employee** missed punch notifications are sent out every day at 7:00 am

Time Off

Time Off

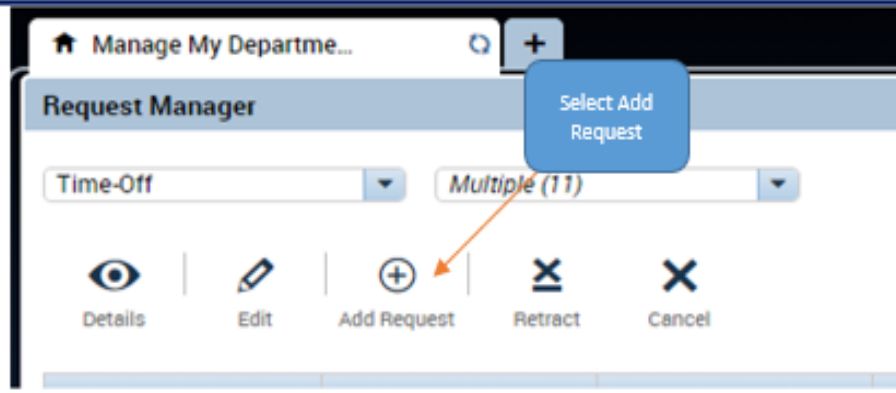
- You can find details on the types of time off and leave at GW in the Time Off and Leave Guide on the Benefits Website.
 - <https://hr.gwu.edu/paid-time>
- When an employee terminates from GW, they are paid out their accrued but unused annual time balance per the Time Off & Leave Guide.
- Sick time is not paid out.
- TRS is the system of record for employee Time Off accruals and usage
- Make sure Time Off is recorded for all employees

Time Off Questions can be directed to Benefits at
timeoff@gwu.edu or 571-553-8382

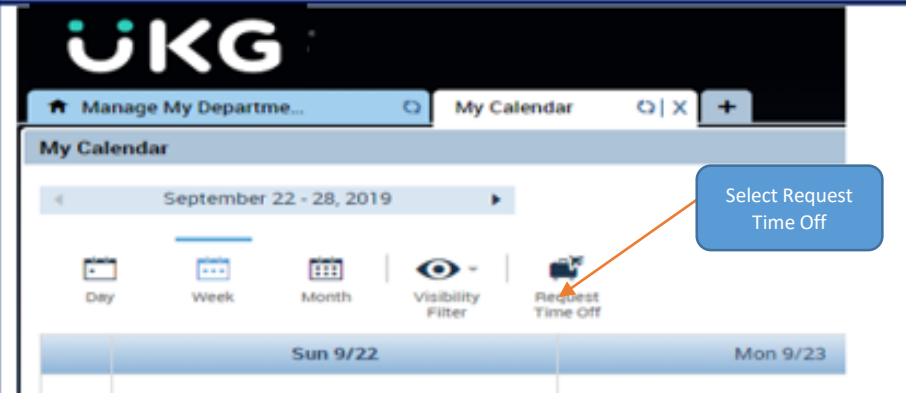
Time Off

- Time Off requests approved for nonexempt employees after department approval due date will not be paid unless a manual timesheet is submitted to payroll_payreq@gwu.edu.
- Please review Time Off Training on the Benefits Website:
 - <https://hr.gwu.edu/paid-time>

Time Off Managers may request time off on behalf of the employee by selecting the **Add Request** button from the Request Manager



Employees request Leave from My Calendar by selecting the **Request Time Off** button



Time Off

- To review requests outside of the current pay period select a date range
- Time Off requests approved for nonexempt employees after department approval due date will not be paid unless a manual timesheet is submitted to payroll_payreq@gwu.edu.
- Please review Time Off Training on the Benefits Website:
 - <https://hr.gwu.edu/paid-time>
- Use **Calendar button** to select date range of request
- Select the **Export Button** to export Request Manager data

The screenshot shows the UKG Request Manager interface. At the top right, the user is identified as George Washington with a Sign Out button. The main navigation bar includes 'Manage My Department' and 'Request Manager'. The 'Request Manager' section shows a dropdown for 'Time-Off' set to 'Multiple (9)'. A date range selector is set to '7/01/2021 - 6/30/2022, S...'. Below this is a toolbar with icons for Details, Edit, Add Request, Approve, Refuse, Pending, and Retract. A table of requests is displayed with columns for Modified By (Username), Subject, Submit Date, Status, Submitted By, Start Date, and Comments. The first row shows a request for 'Annual' leave submitted by 'Washington, George' on '2/14/2022'. Two blue callout boxes with orange arrows point to the 'Calendar' button (a small calendar icon) and the 'Export' button (a document icon with a download arrow) in the interface.

Use calendar button to select date range

Select Export Button to export Request Manager data

Modified By (Username)	Subject	Submit Date	Status	Submitted By	Start Date	Comments
gw1101	Annual	6/23/2022 13:54	Submitted	Washington, George	2/14/2022	

Check Time Off Requests

- Confirm non-exempt employees do not have outstanding time off requests that would effect their pay
- If you see outstanding requests that would effect the bi-weekly pay approval please check with the employee's manager for status of approval
- **Alerts** are available at the top of the workspace to alert you of submitted requests
- Requests are also accessible through **My Inbox** on the blue related Items bar
- **Time off requests are visible to all timekeepers with access to an org but only managers or delegates should approve requests unless asked to be a backup**

The screenshot displays the Kronos HR system interface. At the top, there is a navigation bar with the Kronos logo and a user profile for George Washington. A notification box at the top center indicates "Request Manager: 1". Below this, a "Hours Summary" section contains a table with columns for GWID, Name, Pay Rule, ECLS, Banner Org Num, Department Name, Manager Approval, Missed Punch, Annual Hours, Sick Hours, Holiday Hours, and Other P... Leave H... The table lists six employees from the Presidents Office. On the right side, there is a vertical "Items bar" with various navigation options. Two blue callout boxes with arrows point to specific elements: one points to the "Request Manager: 1" notification, and the other points to the "My Inbox" option in the Items bar.

GWID	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Missed Punch	Annual Hours	Sick Hours	Holiday Hours	Other P... Leave H...
G8880005	Jackson, Andrew	NE11 NO L...		88888	Presidents Office						
G8880002	Jefferson, Thomas	EX12		88888	Presidents Office			48.0			48.0
G8880003	Lincoln, Abraham	TP11 30MI...		88888	Presidents Office			49.5			49.5
G8880008	Maddison, Dolly	NE12		88888	Presidents Office						
G8880004	Roosevelt, Franklin	NE11 NO L...		88888	Presidents Office						
G8880001	Washington, George	EX11		88888	Presidents Office			80.0			80.0

Callout boxes in the image contain the following text:

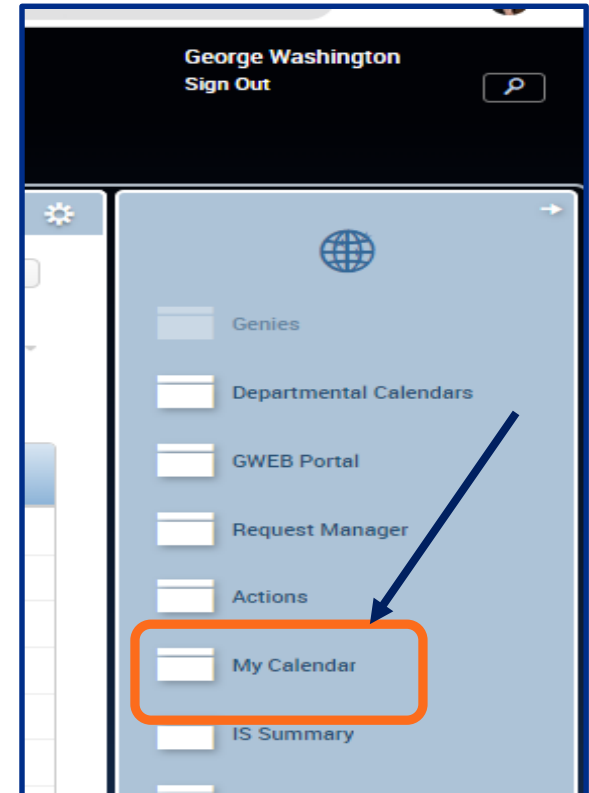
- Check Alerts for Submitted Requests
- Check My Inbox for Submitted Requests (Search by date range)

Managing Your Time Off

🕒 Select **My Calendar** from the side blue bar

🕒 This is where you check your accruals

🕒 This is where you request your time off



Historical Corrections

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

Manual Timesheet can be found at
<https://hr.gwu.edu/payroll> under Payroll Forms

Secondary Positions

Bi-Weekly Employees with Secondary Jobs

- Employees with more than one position should **clock in** for the secondary position by phone with a clock code '2' and transfer code to the secondary job
- Timekeepers & Managers will not be able to see the employees who have secondary positions with them until they clock in transferring time to their position
- If timekeepers see time that is not for their department **NEVER DELETE HOURS**
- Contact timerep@gwu.edu alerting the UKG admin of hours that do not belong to your position

The screenshot shows a 'Timecards' interface for Abraham Lincoln, ID G8880003. The main table lists time entries from Sun 8/25 to Wed 9/04. Two entries are highlighted with green boxes and labeled 'Transfer code':

Date	Schedule	Pay Code	Amount	In	Transfer	Transfer code	Shift	Daily	Period
Sun 8/25									
Mon 8/26				8:02	10:01	/// 016001//10300200/	2.0	2.0	2.0
Tue 8/27									2.0
Wed 8/28				15:05	18:02		3.0	3.0	5.0
Thu 8/29									5.0
Fri 8/30									5.0
Sat 8/31									5.0
Sun 9/01									5.0
Mon 9/02				7:58	11:32	/// 016001//10300200/	3.5	3.5	8.5
Tue 9/03									8.5
Wed 9/04				14:30	17:05		2.5	2.5	11.0

Below the main table, there are tabs for 'Totals', 'Accruals', 'Audits', and 'Historical Corrections'. The 'Totals' tab is selected, showing a summary table:

Account	Pay Code	Amount
(x)Z/999/999/016001/999/10300200/999	REG	5.5
(x)Z/999/999/191403/999/40123801/999	REG	5.5
(x)Z/999/999/016001/999/10300200/999	Total Paid Hours	5.5
(x)Z/999/999/191403/999/40123801/999	Total Paid Hours	5.5

Bi-Weekly Employees with Secondary Jobs

- Once the employee clocks in they will display on the Timekeepers Genie.
- In the Transfer column you will see the transfer code.
- If the timekeeper still does not see the employee you may need additional access, contact timerep@gwu.edu.
- Additional access can be requested by the Finance Director by emailing timerep@gwu.edu.

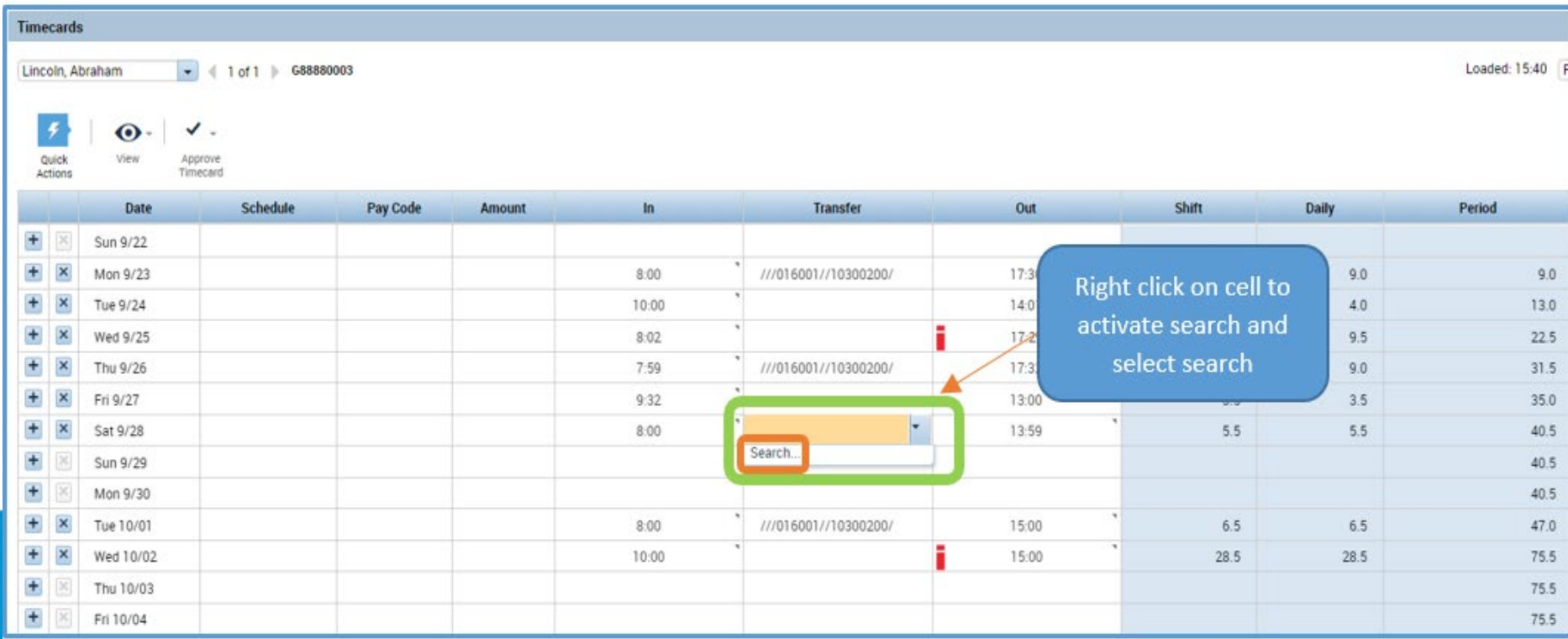
The screenshot shows the 'Timecards' interface for Abraham Lincoln (ID: G8880003). The main table displays timecard entries with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Shift, Daily, and Period. Two entries are highlighted with green boxes, showing the transfer code '///016001//10300200/'. A blue callout box labeled 'Transfer code' points to the first highlighted entry. Below the main table is a summary section with tabs for Totals, Accruals, Audits, and Historical Corrections. The summary table has columns for Account, Pay Code, and Amount.

Date	Schedule	Pay Code	Amount	In	Transfer	Shift	Daily	Period
Sun 8/25								
Mon 8/26				8:02	///016001//10300200/	10-01	2.0	2.0
Tue 8/27								2.0
Wed 8/28				15:05		18-02	3.0	3.0
Thu 8/29								5.0
Fri 8/30								5.0
Sat 8/31								5.0
Sun 9/01								5.0
Mon 9/02				7:58	///016001//10300200/	11:32	3.5	3.5
Tue 9/03								8.5
Wed 9/04				14:30		17-05	2.5	2.5
								11.0

Account	Pay Code	Amount
(X)Z/999/999/016001/999/10300200/999	REG	5.5
(X)Z/999/999/191403/999/40123801/999	REG	5.5
(X)Z/999/999/016001/999/10300200/999	Total Paid Hours	5.5
(X)Z/999/999/191403/999/40123801/999	Total Paid Hours	5.5

Adding Transfer Code

- Transfer codes can be added by using search from the Transfer column in the timecard
- Right click on a cell to activate the search transfer box



The screenshot displays a 'Timecards' application interface. At the top, there's a header with 'Lincoln, Abraham' and 'G88880003'. Below the header are icons for 'Quick Actions', 'View', and 'Approve Timecard'. The main area is a table with the following columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The table contains data for dates from Sun 9/22 to Fri 10/04. A search box is visible in the Transfer column for the date Fri 9/27, and a blue callout box points to it with the text 'Right click on cell to activate search and select search'.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 9/22									
+ X	Mon 9/23				8:00	///016001//10300200/	17:30		9.0	9.0
+ X	Tue 9/24				10:00		14:00		4.0	13.0
+ X	Wed 9/25				8:02		17:20		9.5	22.5
+ X	Thu 9/26				7:59	///016001//10300200/	17:30		9.0	31.5
+ X	Fri 9/27				9:32		13:00		3.5	35.0
+ X	Sat 9/28				8:00		13:59	5.5	5.5	40.5
+ X	Sun 9/29									40.5
+ X	Mon 9/30									40.5
+ X	Tue 10/01				8:00	///016001//10300200/	15:00	6.5	6.5	47.0
+ X	Wed 10/02				10:00		15:00	28.5	28.5	75.5
+ X	Thu 10/03									75.5
+ X	Fri 10/04									75.5

Adding Transfer Code

- Transfer codes can be added by using search from the Transfer column in the timecard
- Fill in Department number and Position number
- Select **Apply** to add changes to the time card

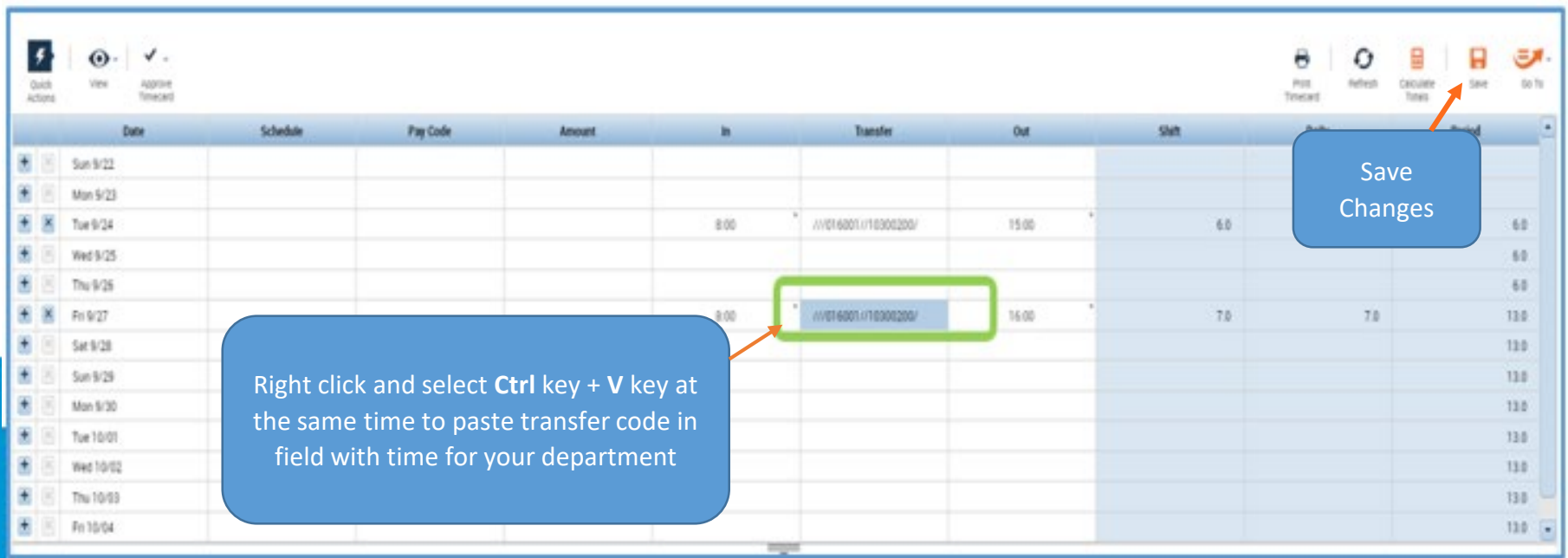
The screenshot shows a timecard interface with a 'Transfer' dialog box overlaid. The timecard table has columns for Date, Schedule, and Pay Code. The 'Transfer' dialog box has the following fields:

- Name: [Redacted]
- Labor Account: ///016001//10300200/
- Work Rule: [Redacted]
- Company: [Dropdown]
- Unit: [Dropdown]
- Position: 10300200 - 10300200 [Dropdown] X
- Reserved1: [Dropdown]
- Reserved2: [Dropdown]
- Reserved3: 10300200 [Dropdown]
- Department: 016001 - OFFICE OF THE ... [Dropdown] X

At the bottom of the dialog box, there are buttons for 'Cancel' and 'Apply'. A blue callout box points to the 'Apply' button with the text 'Select Apply'. Another blue callout box points to the Department and Position fields with the text 'Fill in Department number and 6-digit position number with 2-digit suffix'.

Copy and Paste Transfer Codes

- Select the cell you want to paste the transfer code to
- Select **Ctrl + V** to **PASTE** the transfer code in the field that has time for your department
- **Save** your changes
- Only add transfers for your department
- **Contact Payroll for other departments**



The screenshot displays a payroll system interface with a table of employee schedules. The table has columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, and Paid. A callout box points to a cell in the Transfer column for the date Fri 9/27, containing the code //V016001//10300200/. Another callout box points to the Save icon in the top right toolbar.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Paid
Sun 9/22								
Mon 9/23								
Tue 9/24				8:00	//V016001//10300200/	15:00	6.0	6.0
Wed 9/25								6.0
Thu 9/26								6.0
Fri 9/27				8:00	//V016001//10300200/	15:00	7.0	7.0
Sat 9/28								13.0
Sun 9/29								13.0
Mon 9/30								13.0
Tue 10/01								13.0
Wed 10/02								13.0
Thu 10/03								13.0
Fri 10/04								13.0

Save Changes

Right click and select **Ctrl** key + **V** key at the same time to paste transfer code in field with time for your department

BW Secondary Jobs & Totals Tab

- Hovering over the Transfer code will display a pop up box with a description of the org number
- Hovering over the labor level string in the Totals section will also display the same box to assist the timekeeper in determining if the time is charging to the correct account

The screenshot shows the 'Timecards' interface for Abraham Lincoln (G88880003). The main table displays time entries with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Shift, Daily, and Period. A callout box points to the Transfer code '///016001//103002001/' and provides its description: '///016001/103002001// OFFICE OF THE PRESIDENT//UVS STAFF Asst Iv PT/'.

The 'Totals' section is also highlighted, showing a table with columns for Account, Pay Code, and Amount. A callout box points to the labor level string '(x) Z/999/999/191403/40123801/999' and provides its description: '(x) Z/999/999/191403/40123801/999 GWU/LAW DEVELOPMENT OFFICE/Associate Director'. The Totals section also shows the amount '5.5' for this entry.

Date	Schedule	Pay Code	Amount	In	Transfer	Shift	Daily	Period
Sun 8/25								
Mon 8/26				8:02	///016001//103002001/	10:01	2.0	2.0
Tue 8/27								2.0
Wed 8/28				15:05				5.0
Thu 8/29								5.0
Fri 8/30								5.0
Sat 8/31								5.0
Sun 9/01								5.0
Mon 9/02				7:58	///016001//103002001/	11:32	3.5	3.5
Tue 9/03								8.5
Wed 9/04							2.5	2.5
								11.0

Account	Pay Code	Amount
(x)Z/999/999/016001/999/10300200/999	REG	5.5
(x)Z/999/999/191403/999/40123801/999		5.5
(x)Z/999/999/016001/999/10300200/999		5.5
(x)Z/999/999/191403/999/40123801/999		5.5
	Total Paid Hours	5.5

BW Secondary Jobs & Totals Tab

- The 3rd number in the labor string displays the Department and the 5th place holder in the labor string displays the Position number

Timecards

Lincoln, Abraham 1 of 1 G88880003

Quick Actions View Approve Timecard Sign Off Accruals Actions

	Date	Schedule	Pay Code	Amount	In	Transfer	Transfer code	Shift	Daily	Period
+ X	Sun 8/25									
+ X	Mon 8/26				8:02	///016001///10300200/		10:01	2.0	2.0
+ X	Tue 8/27									2.0
+ X	Wed 8/28				15:05					5.0
+ X	Thu 8/29									5.0
+ X	Fri 8/30									5.0
+ X	Sat 8/31									5.0
+ X	Sun 9/01									5.0
+ X	Mon 9/02				7:58	///016001///10300200/		11:32	3.5	3.5
+ X	Tue 9/03									8.5
+ X	Wed 9/04				14:30			17:05	2.5	2.5

///016001/103002001/
 ///OFFICE OF THE PRESIDENT//UVS STAFF
 Asst Iv PT/

Totals Accruals Audits Historical Corrections

All Dept. Position

Account	Pay Code	Amount
(x)Z/999/999/016001/999/10300200/999	REG	5.5
(x)Z/999/999/191403/999/4012380/999	REG	5.5
(x)Z/999/999/016001/999/10300200/999	Total Paid Hours	5.5
(x)Z/999/999/191403/999/4012380/999	Total Paid Hours	5.5

Totals Tab

Select drop down arrow on Totals tab to get a different view of charges

All - Shows All charges for bi-weekly period

Shift- If employee has work schedules you can view charges by shift

Daily - Click each day in timecard and the Totals area will show charges by day

Period to Date - Shows charged to date

+ X	Tue 10/01			8:00	///016001///10300200/	15:00	6.5	6.5	45.0
+ X	Wed 10/02			10:00		14:31	4.5	4.5	49.5
+ X	Thu 10/03								49.5
+ X	Fri 10/04								49.5

Totals	Accruals	Audits	Historical Corrections
All		All	
All			
Shift			
Daily	/10300200/999	REG	24.5
Period to Date	/40123801/999	REG	25.0
(x)Z/999/999/016001/999/10300200/999		Total Paid Hours	24.5
(x)Z/999/999/191403/999/40123801/999		Total Paid Hours	25.0

Monthly Employees with Secondary Jobs

- Monthly employees with secondary bi-weekly paid positions will normally have their monthly job setup as the primary position in Banner
- The Timekeeper will be able to retrieve the timecard from the **All Home-Monthly Genie**

Genies

Hours Summary ▾

Loaded 14:26 Current Pay Period ▾ All Home - Monthly ▾ Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Refresh Share Go To

GWid	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Missed Punch	Annual Hours	Sick Hours	Holiday Hours	Other P... Leave H...	Worked Hours	Total Paid Hours	Unpaid Hours	Assigned Manager
G99990001	Washington, Martha	MOFT		888888	Presidents Office			4.0				14.0	18.0		Washington, George

Employees with a primary monthly position will appear on **All Home-Monthly**

Select **Worked Hours** header to sort by worked hours to the top

Monthly Employees with Secondary Jobs

- Employee will need to clock in and out hours for secondary position through the phone
- The transfer code with the bi-weekly hours will appear on the timecard
- Time Off Hours will not be exported for bi-weekly payment

Timecards

Washington, Martha 1 of 1 G99990001

Quick Actions View Approve Timecard Sign Off Accruals Actions

Date	Schedule	Pay Code	Amount	In	Transfer	Daily	Period
Tue 10/01							
Wed 10/02		ANNUAL	4.0	9:00			
Thu 10/03		ANL	4.0	9:00		4.0	4.0
Fri 10/04				8:00	///016001//10300200/	7.0	11.0
Sat 10/05							11.0
Sun 10/06							11.0
Mon 10/07				8:00	///016001//10300200/	7.0	18.0
Tue 10/08							18.0
Wed 10/09							18.0
Thu 10/10							18.0
Fri 10/11							18.0
Sat 10/12							18.0

Secondary transfer code alerting system to pay monthly paid employee for bi-weekly hours

Time Off Hours will not be exported for bi-weekly payment

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount
(x)Z/999/999/184137/999/A0751400/999	ANL	2.05
(x)Z/999/999/184134/999/A0751400/999	ANL	1.3
(x)Z/999/999/184138/999/A0751400/999	ANL	0.65
(x)Z/999/999/016001/999/10300200/999	REG	14.0

Meal Breaks

Confirming Meal Breaks

- Go to **Manager Approval Genie** to check meal break settings
- If changes are made to the employees Banner record the meal break will set back to the default setting
- Default Pay Rule (meal break) settings with descriptions can be found on the Payroll Website under Time Reporting/TRS Instructions
 - <https://hr.gwu.edu/time-entry-and-reviewing-time-card>

Select drop down Arrow and Select Manager Approval

Double check meal break. If any changes were made to Banner record; meal break will set back to default setting.

	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Managers Who Approved Timecard	Signed Off	Missed Punch	Total Paid Hours	Assigned Manager
	NE11 NO LUNCH								64.0	Washington, George
G88880002	Jefferson, Thomas	EX12							48.0	Washington, Martha
G88880003	Lincoln, Abraham	TP11 30MIN LUNCH							5.0	Washington, Martha
G88880008	Maddison, Dolly	NE12							4.0	Washington, George
G88880004	Roosevelt, Franklin	NE11 NO LUNCH							40.0	Washington, George
G88880001	Washington, George	EX11	888888	Presidents Office					80.0	Washington, Martha
G99990001	Washington, Martha	MOFT	888888	Presidents Office						Bennett, Glenna K

Updating Meal Breaks

- Timekeepers have the ability to update employees Meal Breaks
- Meal Break instructions can be found at <https://hr.gwu.edu/trs-instructions>
- Meal Break changes take effect starting the day you make the change
- To make a change select an employee
- Select the **GoTo** Button
- Select **Meal Break Change**

The screenshot displays the Genies HR system interface. At the top, there are navigation icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Schedule'. A table lists employees with columns for GWid, Name, Pay Rule, ECLS, Banner Org Num, Department Name, Manager Approval, Missed Punch, Annual Hours, Sick Hours, Holiday Hours, Other Paid Leave Ho..., Worked Hours, and Total Pa Hours. A context menu is open over the table, showing options like 'Request Manager', 'Meal Break Change', 'People Editor', 'Audits', 'Exceptions', 'Reports', 'My Timecard', and 'Go to workspace'. A 'Go To' button is highlighted in the top right corner of the interface.

GWid	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Missed Punch	Annual Hours	Sick Hours	Holiday Hours	Other Paid Leave Ho...	Worked Hours	Total Pa Hours
GW1103	Cleveland, Grover	TP11 30MIN...		999999	TEST DEPARTMENT								
GW1107	Eleanor, Roosevelt	NE17 30MIN...		999999	TEST DEPARTMENT								
777777777	EMAIL NOTIFICATION USER	TP11		999999	TEST DEPARTMENT								
G99990009	ESOC, ESOC	TP11		999999	TEST DEPARTMENT								
GW1104	Lincoln, Abraham	NE11 30MIN...		999999	TEST DEPARTMENT								
GW1108	Roosevelt, Franklin	TP11 45MIN...		999999	TEST DEPARTMENT								
GW1105	Truman, Bess	EX12		999999	TEST DEPARTMENT								
GW1106	Truman, Harry	NE11 30MIN...		888888	TEST PC DEPARTMENT								

Updating Meal Breaks

- Update Meal Break for Employee
- Meal break change is effective the day you do it
- Select **SAVE**
- Follow the detailed instructions at <https://hr.gwu.edu/trs-instructions> to change the meal break
- If you need the meal break back dated to the start of the unsigned off pay period contact the TRS Admin at timerep@gwu.edu

Management My Departme... Meal Break Change QIX +

Meal Break Change

Back to Meal Break Change

PERSON PAYRULE CHANGE

Name & ID: Lincoln, Abraham QW1104

Save

Current Home Labor Account: Z0000000000000001017M00000

Current Kronos Payroll: 10/1/2014-10/1/2014

Select New Payroll: NE 11 30MIN LUNCH

NE 11 30MIN LUNCH
NE 11 30HR WEEK
NE 11 45MIN LUNCH
NE 11 NO LUNCH

Select Meal Break

Reviewing Holidays

Holidays

- Holidays pre-populate timecards for bi-weekly paid employees
- Employees must be in paid status per their work schedule the **day before** and the **day after** to earn the holiday
- Non-exempt part-time employees default in TRS with 4 hours of holiday (***timekeepers may need to adjust holiday per FTE***)

Editing Holiday Hours for Non-Exempt Part-Time Employees

The number of prorated holiday hours is equal to an employee's weekly scheduled hours (from Banner) divided by five weekdays worked. See the table below for examples:

Scheduled Work Hours	Holiday Proration Hours
36	7.20
30	6.00
24	4.80
16	3.20

The holiday hours for non-exempt part-time employees who have an FTE other than 50% must be manually adjusted in TRS to ensure correct holiday pay is received.

Instructions can be found at <https://hr.gwu.edu/paid-time>

Editing Holiday Hours for Non-Exempt Part-Time Employees

- Select the plus sign to insert an additional row to add or subtract time from the Holiday

Timecards

Maddison, Dolly 1 of 1 G88880008

Quick Actions View Approve Timecard Sign Off Accruals Actions

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ x	Sun 8/25									
+ x	Mon 8/26									
+ x	Tue 8/27									
+ x	Wed 8/28									
+ x	Thu 8/29									
+ x	Fri 8/30									
+ x	Sat 8/31									
+ x	Sun 9/01									
+ x	Mon 9/02		Labor Day 2019	4.0					4.0	4.0
+ x	Tue 9/03									4.0
+ x	Wed 9/04									4.0
+ x	Thu 9/05									4.0

Click on the plus sign to insert an additional row

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount
Z/999/999/888888/999/10601800/999	HOL	4.0
Z/999/999/888888/999/10601800/999	Total Paid Hours	4.0

Editing Holiday Hours for Non-Exempt Part-Time Employees

- On the new blank line select the pay code cell to display a drop down box
- Enter in 'H' in the search box and select **Hol**

The screenshot displays the 'Timecards' interface for 'Maddison, Dolly' with ID 'G88880008'. The main table lists dates from Sun 8/25 to Thu 9/05. The entry for Mon 9/02 is highlighted, showing a 'Pay Code' of 'Labor Day 2019' and an 'Amount' of '4.0'. A dropdown menu is open over the 'Pay Code' cell, showing a search box with 'Please Choose:' and a list of options: 'h', 'HOL', 'Hours Worked', and 'Hours Worked with Override'. A blue callout box with an arrow pointing to the dropdown contains the text: 'Select Pay Code Cell to display drop down box' and 'Enter in 'H' and Select HOL'. Below the main table, there are sections for 'Totals', 'Accruals', 'Audits', and 'History', and a summary table with columns 'Account', 'Pay Code', and 'Amount'.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 8/25									
Mon 8/26									
Tue 8/27									
Wed 8/28									
Thu 8/29									
Fri 8/30									
Sat 8/31									
Sun 9/01									
Mon 9/02		Labor Day 2019	4.0					4.0	4.0
Tue 9/03									4.0
Wed 9/04									4.0
Thu 9/05									4.0

Account	Pay Code	Amount
Z/999/999/888888/999/10601800/999	HOL	4.0
Z/999/999/888888/999/10601800/999	Total Paid Hours	4.0

Editing Holiday Hours for Non-Exempt Part-Time Employees

- Select **Tab** key after entering in amount to update record
- The updated holiday will appear in the **Totals** section
- Select **Save** button to commit changes

The screenshot displays the 'Timecards' application interface for 'Maddison, Dolly'. The main grid shows dates from Sun 8/25 to Thu 9/05. A holiday entry for 'Mon 9/02' is highlighted in orange, with a 'Pay Code' of 'HOL' and an 'Amount' of '2.0'. Below the grid is a 'Totals' section with columns for 'Account', 'Pay Code', and 'Amount'. The 'Totals' section shows two rows: one for 'HOL' with an amount of '6.0', and one for 'Total Paid Hours' with an amount of '6.0'. Annotations include a blue box pointing to the '2.0' amount in the grid with the text 'Select Tab Key and time will be entered', a blue box pointing to the 'Save' button in the top right with the text 'Select Save', and a blue box pointing to the '6.0' amount in the 'Totals' section with the text 'Updated Holiday will appear in Totals Section'.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 8/25									
Mon 8/26									
Tue 8/27									
Wed 8/28									
Thu 8/29									
Fri 8/30									
Sat 8/31									
Sun 9/01									
Mon 9/02		HOL	2.0						
		Labor Day 2019	4.0					6.0	6.0
Tue 9/03									6.0
Wed 9/04									6.0
Thu 9/05									6.0

Account	Pay Code	Amount
Z/999/999/88888/999/10601800/999	HOL	6.0
Z/999/999/88888/999/10601800/999	Total Paid Hours	6.0

Terminations

Checking Terminations

- Select **All Home-Termed_BW** to review bi-weekly paid employee's on termed list every bi-weekly
- If there are termed employees review the hours and approve
- If the employee worked past their termination date please submit a rehire request to the appropriate area such as Student Employment or your HR Business Partner to ensure prompt payment of hours worked.
- Employee must be hired into a position for payment

The screenshot shows the Genies HR system interface. At the top, there is a header with the name 'Genies' and a settings icon. Below the header, there is a 'Hours Summary' section with a date range of '8/11/2019 - 10/05/2019, ...' and a dropdown menu set to 'All Home-Termed_BW'. A blue callout box with an arrow pointing to the dropdown menu contains the text: 'Select All Home-Termed_BW for bi-weekly paid employees on termed list'. Below the callout box, there are icons for 'Refresh', 'Share', and 'Go To'. The main part of the interface is a table with the following columns: Gwid, Name, Pay Rule, ECLS, Banner Org Num, Department Name, Manage-Approva, Missed Punch, Annual Hours, Sick Hours, Holiday Hours, Other P... Leave H..., Worked Hours, Total Paid Hours, Unpaid Hours, and Assigned Manager. The table contains one row of data for George Bush.

Gwid	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Manage-Approva	Missed Punch	Annual Hours	Sick Hours	Holiday Hours	Other P... Leave H...	Worked Hours	Total Paid Hours	Unpaid Hours	Assigned Manager
G27192209	Bush, George	NE11 30ML...	S3	617008	GRANTS CONTR ACCTG SVCS-N		✓	21.0		8.0		58.25	87.25		Ouellette, Raymond R

Approving Time

Checklist Before Approving

- Confirm there are no missed punches
- Confirm there are no long shifts
- Confirm there are no phantom punches
- Confirm meal break settings
- Confirm comments and documentation has been obtained for all timecard edits
- Confirm Totals section (*confirm time is charging to correct org/position*)
- Confirm part time Holidays have been updated if needed
- Confirm Time Off requests have been approved
- Confirm there are no exempt employees pre-populated with time after their termination date
- Confirm employee's are approved on **All Home-Termed-BW** list

Approving Employees from Genie

- It is recommended to approve from the **Manager Approval Genie**

Select drop down to access
Manager Approval Genie

Gwid	Department Name	Manager Approval	Managers Who Approved Timecard	Signed Off	Missed Punch	Total Paid Hours	Assigned Manager
G88880005	Jackson, An					8.0	Washington, Geo...
G88880002	Jefferson, T					48.0	Washington, Mar...
G88880003	Lincoln, Abraham	TP11 30MIN LUN...	888888				Washington, Mar...
G88880008	Maddison, Dolly	NE12	888888				Washington, Geo...
G88880004	Roosevelt, Franklin	NE11 NO LUNCH	888888				Washington, Geo...
G88880001	Washington, George	EX11	888888			80.0	Washington, Mar...
G99990001	Washington, Martha	MOFT	888888			32.0	Washington, Geo...

Approving Employees from Genie

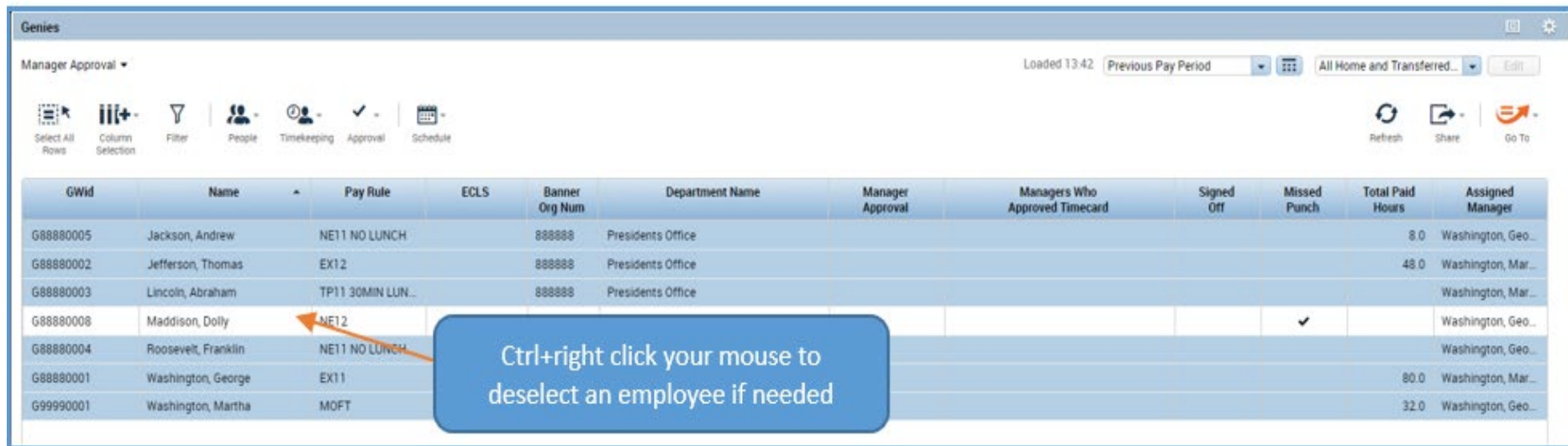
- The **Select All Rows** button will select all your employees

The screenshot shows the Genie software interface. At the top, there's a header with 'Genies' and a settings icon. Below that, a 'Manager Approval' dropdown is visible. The main area contains a toolbar with several icons: 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', and 'Schedule'. To the right of the toolbar are 'Refresh', 'Share', and 'Go To' buttons. Below the toolbar is a table with the following columns: Gwid, Name, Pay Rule, ECLS, Banner Org Num, Department Name, Manager Approval, Managers Who Approved Timecard, Signed Off, Missed Punch, Total Paid Hours, and Assigned Manager. The table contains several rows of employee data. A blue callout box with a white border points to the 'Select All Rows' button in the toolbar. The text inside the callout box reads: 'Select button **Select All Rows** to select all your employees'.

Gwid	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Managers Who Approved Timecard	Signed Off	Missed Punch	Total Paid Hours	Assigned Manager
G88880005	J			888888	Presidents Office					8.0	Washington, Geo...
G88880002	J			888888	Presidents Office					48.0	Washington, Mar...
G88880003	L			888888	Presidents Office						Washington, Mar...
G88880008	M			888888	Presidents Office						Washington, Geo...
G88880004	Ro			888888	Presidents Office						Washington, Geo...
G88880001	Washington, George	EX11		888888	Presidents Office					80.0	Washington, Mar...
G99990001	Washington, Martha	MOFT		888888	Presidents Office					32.0	Washington, Geo...

Approving Employees from Genie

- **Ctrl + right click** your mouse to deselect an employee if needed



Genie

Manager Approval ▾

Loaded 13:42 Previous Pay Period [v] [⋮] All Home and Transferred... [v] [Edit]

Select All Rows Column Selection Filter People Timekeeping Approval Schedule Refresh Share Go To

GWid	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Managers Who Approved Timecard	Signed Off	Missed Punch	Total Paid Hours	Assigned Manager
G88880005	Jackson, Andrew	NE11 NO LUNCH		888888	Presidents Office					8.0	Washington, Geo...
G88880002	Jefferson, Thomas	EX12		888888	Presidents Office					48.0	Washington, Mar...
G88880003	Lincoln, Abraham	TP11 30MIN LUN...		888888	Presidents Office						Washington, Mar...
G88880008	Maddison, Dolly	NE12							✓		Washington, Geo...
G88880004	Roosevelt, Franklin	NE11 NO LUNCH									Washington, Geo...
G88880001	Washington, George	EX11								80.0	Washington, Mar...
G99990001	Washington, Martha	MOFT								32.0	Washington, Geo...

Approving Employees from Genie

- Select Approval Button
- Select Approve Timecard

The screenshot shows the Genie system interface. At the top, there's a header with 'Genies' and a settings icon. Below that, a 'Manager Approval' dropdown is visible. The main area contains a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', and 'Schedule'. To the right of the toolbar are 'Refresh', 'Share', and 'Go To' buttons. The central part of the screen is a table with columns: 'GWid', 'Name', 'Banner Org Num', 'Department Name', 'Manager Approval', 'Managers Who Approved Timecard', 'Signed Off', 'Missed Punch', 'Total Paid Hours', and 'Assigned Manager'. A callout box with a blue background and white text says 'Select Approval Button, Select Approve Timecard'. An orange arrow points from the 'Approve Timecard' button in the toolbar to the 'Approve Timecard' button in the table's row headers.

GWid	Name	Banner Org Num	Department Name	Manager Approval	Managers Who Approved Timecard	Signed Off	Missed Punch	Total Paid Hours	Assigned Manager
G88880005	Jackson, Andrew	888888	NE11 NO LUNCH					8.0	Washington, Geo...
G88880002	Jefferson, Thomas	888888	EX12					48.0	Washington, Mar...
G88880003	Lincoln, Abraham	888888	TP11 30MIN LUN...						Washington, Mar...
G88880008	Maddison, Dolly	888888	NE12				✓		Washington, Geo...
G88880004	Roosevelt, Franklin	888888	Presidents Office						Washington, Geo...
G88880001	Washington, George	888888	Presidents Office					80.0	Washington, Mar...
G99990001	Washington, Martha	888888	MOFT					32.0	Washington, Geo...

Confirming Approval

- Select **Refresh** on Genie
- Once approved employees will show a 1 or higher in Manager Approval column
- Higher than one can be due to more than one position or multiple approvers for one department
- 1 (Partial) means the employee is new and their start date is not the first Sunday of the bi-weekly

Genies

Manager Approval ▾

Loaded 13:52 Previous Pay Period [v] [⋮] All Home and Transferred... [v] [Edit]

Select All Rows Columns Selection Filter People Timekeeping Approval Schedule Refresh Share Go To

GWid	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Managers Who Approved Timecard	Signed Off	Missed Punch	Total Paid Hours	Assigned Manager
G88880005	Jackson, Andrew	NE11 NO LUNCH		888888	Presidents Office	1	Washington, George			8.0	Washington, Geo...
G88880002	Jefferson, Thomas	EX12		888888	Presidents Office	1	Washington, George			48.0	Washington, Mar...
G88880003	Lincoln, Abraham	TP11 30MIN LUNCH				1	Washington, George				Washington, Mar...
G88880008	Maddison, Dolly	NE12							✓		Washington, Geo...
G88880004	Roosevelt, Franklin	NE11 NO LUNCH				1	Washington, George				Washington, Geo...
G88880001	Washington, George	EX11				1	Washington, George			80.0	Washington, Mar...
G99990001	Washington, Martha	MOFT				1	Washington, George			32.0	Washington, Geo...

Manager Approval will display in Manager Approval columns

Select Refresh button

Approving from the Timecard

- Open up Timecard
- Select **Approve Timecard** button

The screenshot displays the 'Timecards' application interface for employee 'Maddison, Dolly'. The interface includes a top navigation bar with user information, a toolbar with various action buttons, and a main data table. The 'Approve Timecard' button is highlighted with a green box, and a blue callout box with the text 'Select Approve Timecard' points to it. The table below shows a weekly schedule with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. A summary table at the bottom shows totals for the account.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 9/08									
Mon 9/09									
Tue 9/10				8:00		15:00	6.0	6.0	6.0
Wed 9/11									6.0
Thu 9/12									6.0
Fri 9/13				8:00		15:00	6.0	6.0	12.0
Sat 9/14									12.0
Sun 9/15									12.0
Mon 9/16				8:00		15:00	6.0	6.0	18.0
Tue 9/17									18.0
Wed 9/18									18.0
Thu 9/19									18.0

Account	Pay Code	Amount
Z:999:999:88888:999/10601800/999	REG	18.0
Z:999:999:88888:999/10601800/999	Total Paid Hours	18.0

Approving from the Timecard

- Select Approve Timecard

The screenshot displays a web-based timecard interface for an employee named Madison, Dolly. The interface includes a header with the employee's name, a date range (1 of 1), and a unique identifier (68880008). A toolbar at the top right contains icons for 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. Below the toolbar is a table with columns for 'Date', 'Pay Code', 'Amount', 'In', 'Transfer', 'Out', 'Shift', 'Daily', and 'Period'. The table contains data for dates from Sun 9/08 to Wed 9/18. A callout box with a blue background and white text points to the 'Approve Timecard' button in the top left corner, with the text 'Select Approve Timecard' inside the box. Below the table is a 'Totals' section with tabs for 'Accruals', 'Audits', and 'Historical Corrections'. The 'Totals' section shows a summary table with columns for 'Account', 'Pay Code', and 'Amount'.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 9/08								
Mon 9/09								
Tue 9/10			8:00		15:00	6.0	6.0	6.0
Wed 9/11								6.0
Thu 9/12								6.0
Fri 9/13			8:00		15:00	6.0	6.0	12.0
Sat 9/14								12.0
Sun 9/15								12.0
Mon 9/16			8:00		15:00	6.0	6.0	18.0
Tue 9/17								18.0
Wed 9/18								18.0

Account	Pay Code	Amount
Z/999/999/888888/999/10601800/999	REG	18.0
Z/999/999/888888/999/10601800/999	Total Paid Hours	18.0

Confirming Timecard Approval

- Once approved a display message will appear that the time card has been approved
- The timecard will turn **yellow** once approved by the manager only

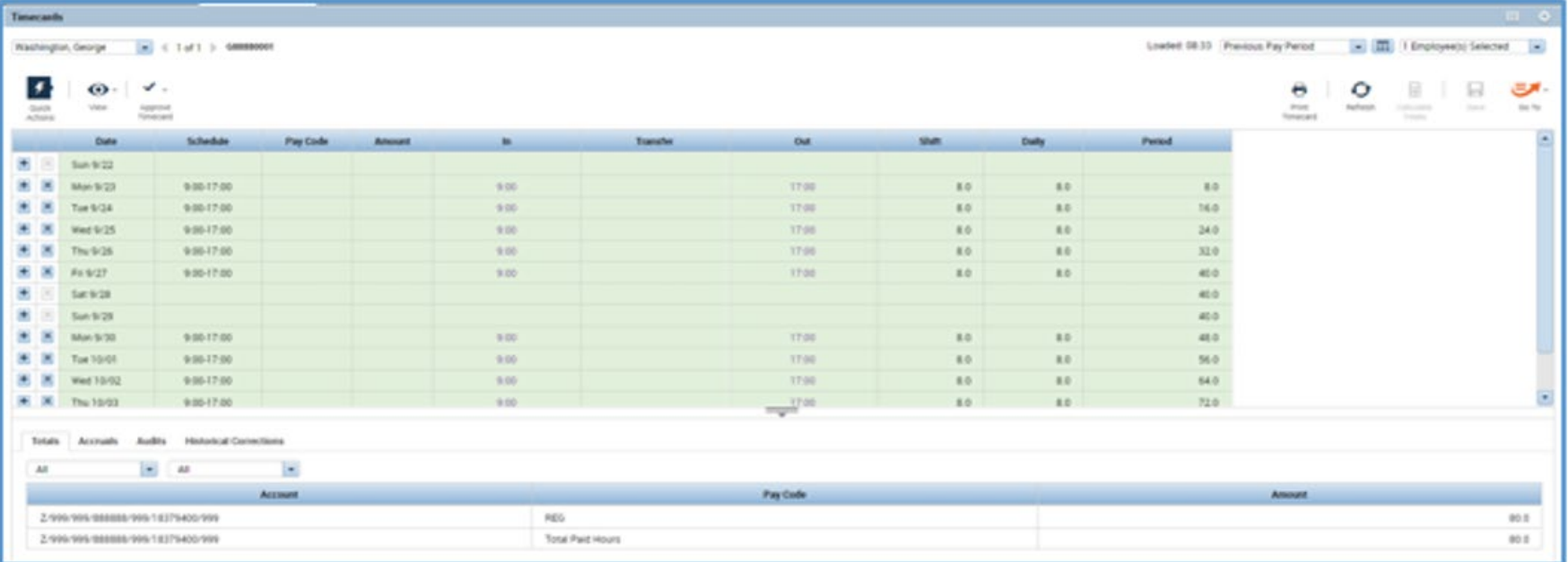
The screenshot shows a web application interface for timecard management. At the top, a blue information banner displays the message: "Information Timecard Approved by washington 10/02/2019 14:44". Below this, the user "Maddison, Dolly" is identified. The main area is a table with columns for Date, Schedule, Transfer, Out, Shift, Daily, and Period. The table rows are highlighted in yellow, indicating approval. A blue callout box points to the information banner with the text: "TRS will display info message that time has been approved, timecard will turn yellow (color may depend on browser)". At the bottom, there is a summary table with columns for Account, Pay Code, and Amount.

Date	Schedule	Transfer	Out	Shift	Daily	Period
Sun 9/08						
Mon 9/09						
Tue 9/10			8:00		15:00	6.0
Wed 9/11					6.0	6.0
Thu 9/12					6.0	6.0
Fri 9/13			8:00		15:00	6.0
Sat 9/14					6.0	12.0
Sun 9/15					6.0	12.0
Mon 9/16			8:00		15:00	6.0
Tue 9/17					6.0	18.0
Wed 9/18					6.0	18.0

Account	Pay Code	Amount
Z/999/999/88888/999/10601800/999	REG	18.0
Z/999/999/88888/999/10601800/999	Total Paid Hours	18.0

Confirming Timecard Approval

- The timecard will turn **Green** if approved by manager who is also the employee
- All Timekeepers should have another person approve their timecard



Washington, Georgia | 1 of 1 | 08888888 | Loaded 08:33 | Previous Pay Period | 1 Employee(s) Selected

Date	Schedule	Pay Code	Amount	In	Transfers	Out	Shift	Daily	Period
Sun 9/22									
Mon 9/23	9:00-17:00			9:00		17:00	8.0	8.0	8.0
Tue 9/24	9:00-17:00			9:00		17:00	8.0	8.0	16.0
Wed 9/25	9:00-17:00			9:00		17:00	8.0	8.0	24.0
Thu 9/26	9:00-17:00			9:00		17:00	8.0	8.0	32.0
Fri 9/27	9:00-17:00			9:00		17:00	8.0	8.0	40.0
Sat 9/28									40.0
Sun 9/29									40.0
Mon 9/30	9:00-17:00			9:00		17:00	8.0	8.0	48.0
Tue 10/01	9:00-17:00			9:00		17:00	8.0	8.0	56.0
Wed 10/02	9:00-17:00			9:00		17:00	8.0	8.0	64.0
Thu 10/03	9:00-17:00			9:00		17:00	8.0	8.0	72.0

Totals | Accounts | Audits | Historical Corrections

Account	Pay Code	Amount
2-999-999-988888-999-18279400-999	REG	80.0
2-999-999-988888-999-18279400-999	Total Paid Hours	80.0

Approving from the Timecard

- The timecard will turn **Gray** when signed off by Payroll Admin (*this freezes time*)

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 9/22									
Mon 9/23									
Tue 9/24			8.00			16.00	7.0	7.0	7.0
Wed 9/25			8.00			16.00	7.0	7.0	14.0
Thu 9/26			8.00			16.00	7.0	7.0	21.0
Fri 9/27			8.00			16.00	7.0	7.0	28.0
Sat 9/28									28.0
Sun 9/29									28.0
Mon 9/30		ANNUAL	8.0						
		ANL	5.0	0.00					
		ANL Overt	3.0	5.00				8.0	36.0
Tue 10/01									36.0

Reports

Reports

To run any report:

- Select date range
- Select employees to run a report
- Select the **GoTo** button
- Select Reports from the drop down

The screenshot shows the 'Genies' application interface for 'Manage My Department'. The 'Hours Summary' report is displayed, showing a table of employee data. A blue callout box points to the 'Previous Pay Period' dropdown menu, with the text 'Select a date range or time period'. A 'Select Dates' dialog box is open, showing 'Start Date: 1/01/2022' and 'End Date: 6/23/2022'. A green box highlights the calendar icon in the 'Previous Pay Period' dropdown. Another green box highlights the 'Go To' button in the top right corner. A blue callout box points to the 'Go To' button with the text 'Select Employees Select Go To button'. The table below shows the following data:

GWid	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Missed Punch	Annual Hours	Sick Hours	Unpaid Hours	Assigned Manager	
GW1108	Roosevelt, Franklin	TP11 45MIN...		999999	TEST DEPARTMENT							
GW1107	Eleanor, Roosevelt	NE17 30MIN...		999999	TEST DEPARTMENT				8.0	8.0		
GW1106	Truman, Harry	NE11 30MIN...		888888	TEST PC DEPARTMENT				8.0	8.0		
GW1105	Truman, Bess	EX12		999999	TEST DEPARTMENT				4.8	43.2	48.0	Washington, Martha

Reports

To run any report:

1. You have an option to run the report and open it from Check Report Status
2. You can have the report emailed to you
3. You can Schedule the report to run and emailed to someone

The screenshot shows a web application interface for managing reports. At the top, there are tabs for 'Manage My Department' and 'Reports'. Below the tabs, there is a 'Reports' dropdown menu. The main content area is titled 'REPORTS' and contains two sections: 'SELECT REPORTS' and 'CHECK REPORT STATUS'. The 'CHECK REPORT STATUS' section has buttons for 'Run Report', 'Refresh', 'Email', 'Print', and 'Schedule Report'. Below these buttons are buttons for 'Create Favorite', 'Save Favorite', 'Duplicate Favorite', and 'Delete Favorite'. A list of reports is visible on the left, including 'Accrual Detail', 'Accruals (Spreadsheet Export)', 'Actual vs. Schedule by Job', 'Actual', 'Comme', 'Employ', 'Employ', 'Employee Hours by Job (Excel)', 'Employee Hours by Labor Account', and 'Employee Hours by Labor Account (Excel)'. On the right, the 'GW PAY REPORT' configuration panel is shown, with fields for 'Description', 'People', 'Time Period', 'Actual/Adjusted', and 'Output Format'. A blue callout box with the text 'Choose to Run, Email, or Schedule report' is positioned over the 'Run Report', 'Email', and 'Schedule Report' buttons, with arrows pointing to each of them.

Reports

- Instructions on running reports can be found at <https://hr.gwu.edu/trs-instructions>
- The most common reports run are found on the Payroll Website
- Contact timerep@gwu.edu if you are looking for a report

hr.gwu.edu/trs-instructions



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Reports

- [Running & Scheduling Reports for Active and Terminated Employees \(PDF\)](#)
- [Running Timecard Audit Trail Report \(PDF\)](#)
- [Reading Timecard Audit Trail Report \(PDF\)](#)
- [Reading Timecard Audit Trail \(PDF\)](#)
- [Reading GW Payreport \(PDF\)](#)
- [Running GW Payreport \(PDF\)](#)
- [Employee Transactions & Totals Report in Excel Format \(PDF\)](#)
- [Request Manager Export Button \(PDF\)](#)
- [Punch Origin Report \(PDF\)](#)

TRS Training Complete

- New users access will be granted access within 48 hours of receiving email of completion from employee
 - TRS Quiz needs to be passed (*email confirmation of completion to timerep@gwu.edu*)
 - TRS Form needs to be fully signed and submitted
- If you have not sent in a TRS request form please send it to timerep@gwu.edu
- The TRS access form can be found at <https://hr.gwu.edu/payroll> under Forms