

# TRS New User Training

## TRS Functionality Part II

Instructor: Zendra Barr

Payroll Services

TRS Administrator

[timerep@gwu.edu](mailto:timerep@gwu.edu) or 571-553-4407

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WASHINGTON, DC



# To complete Training:

## MUST COMPLETE:

- TRS Compliance & Policy Part I
- TRS Functionality Part II
- TRS Quiz – passing grade is 80 or above
- TRS Access Request form submitted to [timerep@gwu.edu](mailto: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

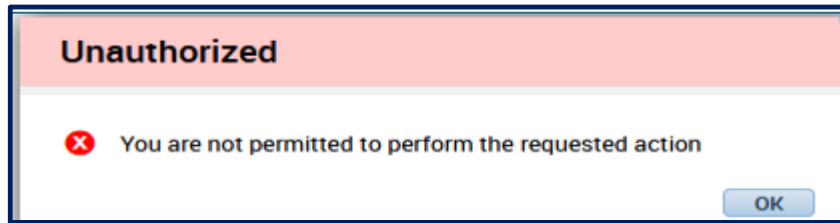
- Mobile App
- UKG Browser

# Logging into UKG Browser

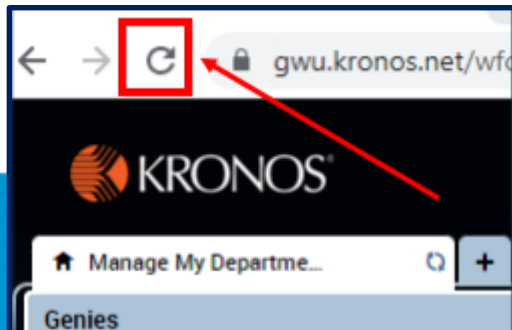
- Managers & Timekeepers can use the UKG browser or Mobile App to process employees time
  - Browser Link: <http://go.gwu.edu/TRS>
  - Mobile Instructions: <https://hr.gwu.edu/mobile-app>
- **UKG is setup for Single Sign-On**
  - If you are not already signed into the Single Sign-On, you will be prompted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

When logging into UKG you will be brought to **the Manager Navigator**. A UKG Navigator is customized to reflect the items needed for your job role. It includes specific widgets, Genies, and alerts.

Your **Workspace** Displays one or more widgets and the Related Items Pane

Your default Genie will be Hours Summary. The pieces of the Workspace are as follows



# 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 'JKG' 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' table. The table has columns for GMD, Name, Pay Rule, ECLS, Banner Org Natn, Department Name, Manager Approval, Missed Patch, Annual Hours, Sick Hours, Holiday Hours, Other P. Leave H., Worked Hours, Total Paid Hours, Unpaid Hours, and Assigned Manager. The table lists five employees: Jackson, Andrew; Jefferson, Thomas; Lincoln, Abraham; Roosevelt, Franklin; and Washington, George. To the right of the table is a 'Related Items Pane' with a list of widgets: 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 visible. A toolbar with various icons is located below the table.

## Repositioning Widgets

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



## 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.

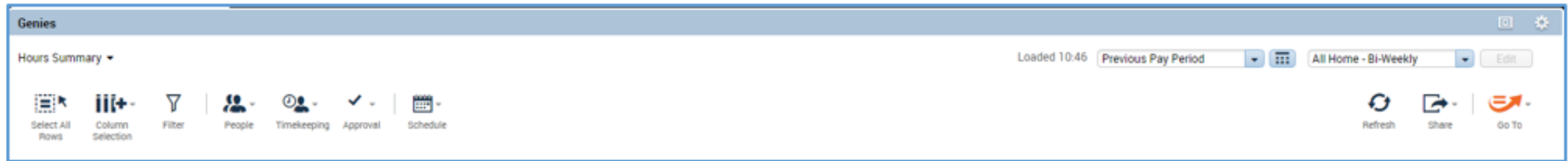
## Workspace Context

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

**Your workspace** allows you to choose additional Genies and has two content boxes.

- One for **time period**
- One for **Hyperfinds**

Genies is a central part of UKG. There are several types of Genies. Each one can give you a different component of data on each. Genies available on your list and a quick description are as follows.



# 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 - Termed**: Shows anyone terminated in the TRS (choose from drop down)

The screenshot shows the workspace interface with three tabs: "Hours Summary", "Previous Pay Period", and "All Home - Bi-Weekly". A blue callout box points to the "Hours Summary" tab with the text "Click refresh on tab to refresh workspace settings". The interface includes a navigation bar with icons for "Select All Rows", "Column Selection", "Filter", "People", "Timekeeping", "Approval", and "Schedule". The bottom right corner features "Refresh", "Share", and "Go To" buttons. Large orange arrows point from the "Genies" list to the "Hours Summary" tab, from the "Time Periods" list to the "Previous Pay Period" tab, and from the "HyperFinds" list to the "All Home - Bi-Weekly" tab.

# 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.





# Reviewing Nonexempt Time Card



# Top Timecard Toolbar



**View** allows you to only see Exceptions

**Approve Timecard** allows you to approve or remove a timecard approval

**Quick Actions** allows you to Mark and fix Exceptions

**Calculate Totals** allows you to check total impacted by your edits before saving the data. Complete the edits within the timecard and click **Calculate Totals**. Select **Refresh** to roll back or **Save** to move forward.

**Save** to apply changes. Will appear orange when there are changes to be saved.

**Print Timecard** allows you to print time

**Refresh** allows you to refresh Timecard

**GoTo** allows access to other widgets available

**Calendar** button allows date range entry. *(You can search back 10 years on employees records)*



# Assigned Managers





# 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:** A callout box labeled "Check Totals" points to the tab. The underlying table shows columns for Account, Pay Code, and Amount. Data rows include accounts like 88/999/0601800/999 with pay codes ANL Overdraft (3.0), ANL (5.0), and REG (28.0).
- Accruals tab:** A callout box labeled "Check time off accruals" points to the tab. The underlying table shows columns for Code, Accrual Available Balance, Accrual Units, and Accrual Taken to Date. Data rows include codes like SICK with values -3.0, 0.0, and 4.0.
- Audits tab:** A callout box labeled "Check Audits made to time card" points to the tab. The underlying table shows columns for Date, Time, Type, Account, Pay Code, Amount, Work Rule, Override, Include in..., Effective..., Comm..., Edit Date, Edit Time, User, and Data Source. Data rows include In Punch and Out Pu... entries.
- Historical Corrections tab:** A callout box labeled "Check Historical Time Off entries" points to the tab. The underlying table shows columns for Pending, Historical Date, Type of Edit, Pay Code, Comment, Note, User, Edit Date, Effective Date, and Include in Totals. Data rows include Correction entries for ANL and ANL Overdraft.



# 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
G8880005	Jackson, Andrew	NE11 NO L		88888	Presidents Office	54.0		Washington, George
G8880002	Jefferson,					3.2	48.0	Washington, Martha
G8880003	Lincoln, Al							Washington, Martha
G8880008	Maddison,					4.0		Washington, George
G8880004	Roosevelt,					32.0	40.0	Washington, George
G8880001	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 window. On the left, there is a calendar view for the month of August. The main area displays a time card for 'Jackson, Andrew' (ID: G8880005). An information box is open over the time card, 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 arrow pointing to the employee's name in the time card 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

# 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](mailto: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 with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Transfer code, Shift, Daily, and Period. 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		///016001//10300200/	2.0	2.0	2.0
Tue 8/27									2.0
Wed 8/28				15:05			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		///016001//10300200/	3.5	3.5	8.5
Tue 9/03									8.5
Wed 9/04				14:30			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](mailto:timerep@gwu.edu).
- Additional access can be requested by the Finance Director by emailing [timerep@gwu.edu](mailto:timerep@gwu.edu).

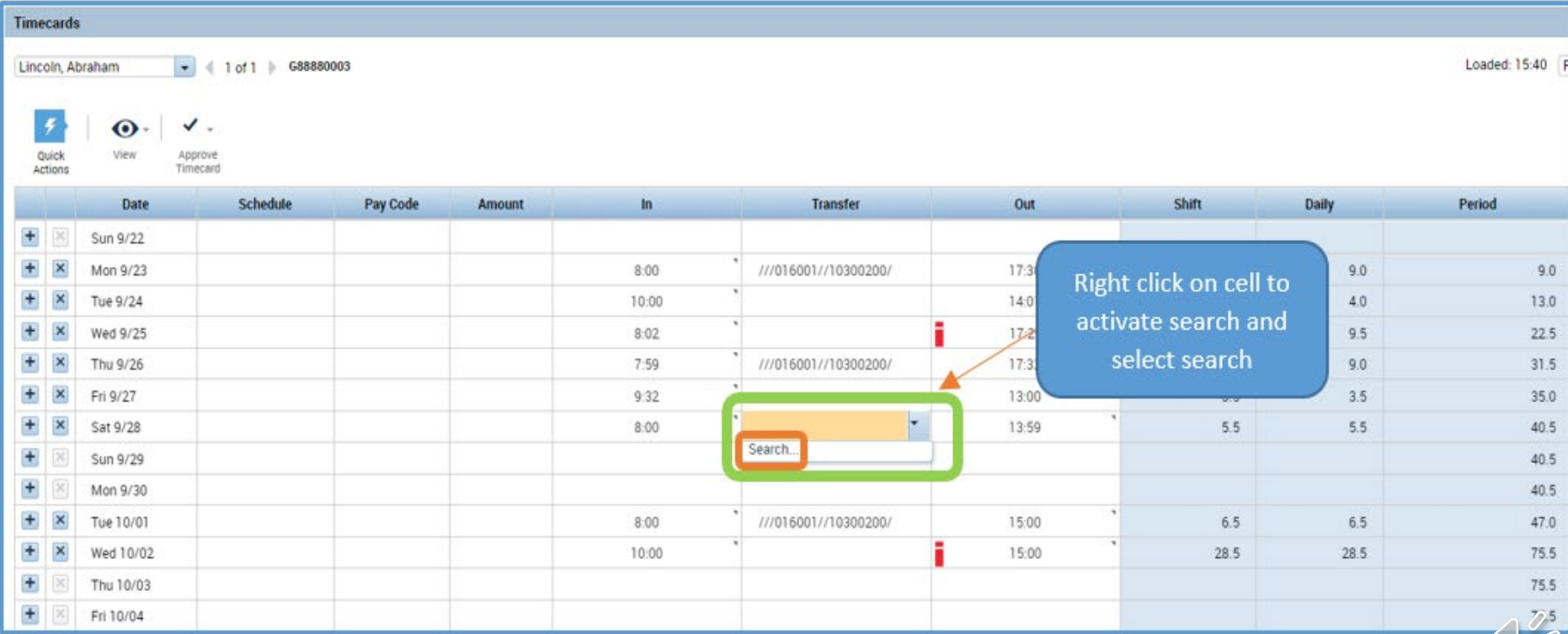
	Date	Schedule	Pay Code	Amount	In	Transfer	Shift	Daily	Period
+ X	Sun 8/25								
+ X	Mon 8/26				8:02	///016001//10300200/	10-01	2.0	2.0
+ X	Tue 8/27								2.0
+ X	Wed 8/28				15:05		18-02	3.0	3.0
+ X	Thu 8/29								5.0
+ X	Fri 8/30								5.0
+ X	Sat 8/31								5.0
+ X	Sun 9/01								5.0
+ X	Mon 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
									11.0

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



Timecards

Lincoln, Abraham | 1 of 1 | G88880003 | Loaded: 15:40

Quick Actions | View | Approve Timecard

	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

Quick Actions | View | Approve Timecard

	Date	Schedule	Pay Code
+ X	Sun 9/22		
+ X	Mon 9/23		
+ 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		
+ X	Fri 10/04		

Totals | Accruals | Audits | Historical Corrections

All | All

Account

Z/999/999/140116/999/10791600/999

### Transfer

Name: [redacted]  
Labor Account: ///016001//10300200/  
Work Rule: [redacted]

Labor Account | Work Rule

Fill in Department number and 6-digit position number with 2-digit suffix

Clear All

Add Labor Account

Company: [dropdown]  
Reserved1: [dropdown]  
Reserved2: [dropdown]  
Department: 016001 - OFFICE OF THE ... X

Unit: [dropdown]  
Position: 10300200 - 10300200 X  
Reserved3: 10300200  
10300200 Uv S Staff Asst Iv ...

Select Apply

Cancel | Apply

# Copy and Paste Transfer Code

- Transfer codes can be added by using the keyboard keys
- Right click to select a cell and highlight the transfer number
- Select **Ctrl + C** to **COPY** in a field that has time for your department
- Select the tab key to activate changes

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily
+ X	Sun 9/22								
+ X	Mon 9/23								
+ X	Tue 9/24				8:00	//016001//10300200/	15:00	6.0	6.0
+ X	Wed 9/25								
+ X	Thu 9/26								
+ X	Fri 9/27				8:00				7.0
+ X	Sat 9/28								
+ X	Sun 9/29								
+ X	Mon 9/30								
+ X	Tue 10/01								
+ X	Wed 10/02								
+ X	Thu 10/03								
+ X	Fri 10/04								

Right click to select cell and select **Ctrl** key + **C** key at the same time to copy





# 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 displays the 'Timecards' interface for Abraham Lincoln (ID: G88880003). The main table lists time entries from Sun 8/25 to Wed 9/04. A 'Totals' section is visible below the main table, showing account details and pay codes. Annotations include:

- A blue box labeled 'Transfer code' points to the transfer code in the main table.
- A callout box shows the description for the transfer code: `//016001/103002001/`  
`///OFFICE OF THE PRESIDENT//UVS STAFF`  
`Asst Iv PT/`
- A blue box labeled 'Totals' points to the Totals section.
- A callout box explains: 'Totals section displays the labor orgs that will be charged and the amount. Hover mouse over the string to see description.'
- A callout box points to the labor level string in the Totals section: `(x) Z/999/999/191403/40123801/999`  
`GWU/LAW DEVELOPMENT OFFICE/Associate Director`

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	2.0
Wed 8/28				15:05			5.0	5.0
Thu 8/29							5.0	5.0
Fri 8/30							5.0	5.0
Sat 8/31							5.0	5.0
Sun 9/01							5.0	5.0
Mon 9/02				7:58	///016001//103002001/	11:32	3.5	3.5
Tue 9/03							8.5	8.5
Wed 9/04							2.5	2.5
							11.0	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 3<sup>rd</sup> number in the labor string displays the Department and the 5<sup>th</sup> 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				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/999/999/191403/999/40123801/999	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

# 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	Account	Pay Code	Amount
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	1.7
(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/trs-instructions>

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'. Two callout boxes with arrows point to the 'Go To' button in the top right and the 'Meal Break Change' option in the context menu.

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 Break for Employees

- Select **SAVE**
- 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](mailto:timerep@gwu.edu)

The screenshot shows a web application window titled "Meal Break Change" with a sub-header "PERSON PAYRULE CHANGE". The user's name and ID are displayed as "Name & ID: Lincoln, Abraham QW1104". The interface includes a "Save" button and a "Select New Payrule" dropdown menu. Two blue callout boxes with arrows point to the "Save" button and the dropdown menu. The dropdown menu is open, showing several options: "NE 11 30MIN LUNCH", "NE 11 30MIN LUNCH", "NE 11 30HR WEEK", "NE 11 45MIN LUNCH", and "NE 11 NO LUNCH".

Annotations:

- Select **SAVE**
- Select Meal Break

# 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](mailto:timerep@gwu.edu) if you see hours that are not for your department
- Contact your HR Business Partner and [timerep@gwu.edu](mailto:timerep@gwu.edu) if you think there is time abuse
- Nonexempt timekeepers should be clocking using the TRS timestamp feature

# Time Card Indicators

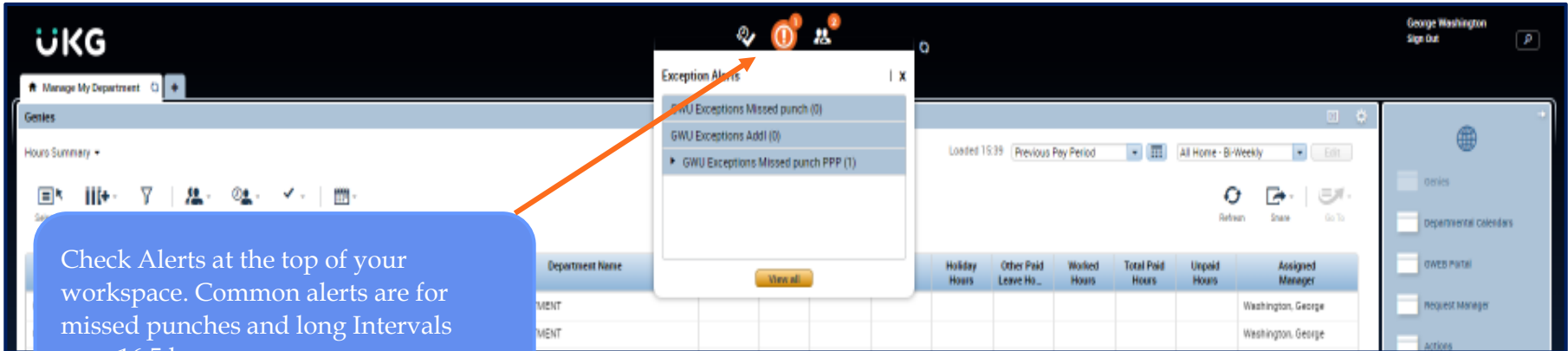
- Hover mouse over indicators in timecard and objects to see a *tool tip* containing details, where applicable.
- Right-click a cell within a widget; in many cases, this *opens a callout* with detailed information and icons for any questions you are allowed to perform on that cell
- A gray triangle will appear in the corner to alert user of any type of edit made by the timekeeper

The screenshot shows a time card interface for Abraham Lincoln (GW1104). The interface includes a header with navigation and action icons, and a main table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. Callouts point to specific indicators: a small square in the 'In' column for Sun 7/24 indicates an edit; a red box in the 'Out' column for Tue 7/26 is a missed box; a red vertical bar in the 'In' column for Fri 7/29 indicates a cancel deduction; a red vertical bar in the 'In' column for Mon 8/01 indicates a comment; and a red vertical bar in the 'Out' column for Mon 8/01 indicates a long interval.

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+	×	Sun 7/24									
+	×	Mon 7/25				8:00		17:30			9.0
+	×	Tue 7/26				10:00					9.0
+	×	Wed 7/27									9.0
+	×	Thu 7/28									9.0
+	×	Fri 7/29				7:59	///544105//57127500/	17:32	9.5	9.5	18.5
+	×	Sat 7/30									18.5
+	×	Sun 7/31									18.5
+	×	Mon 8/01				10:00		15:00	28.5		47.0
+	×	Tue 8/02									47.0
+	×	Wed 8/03				13:00	///544105//57127500/	17:00	4.0	4.0	51.0

# 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 interface. At the top right, there are notification icons: a bell, a red circle with a white exclamation mark, and a red circle with a white '0'. A blue callout box with a white border and a blue arrow pointing to the notification icons contains the text: "Check Alerts at the top of your workspace. Common alerts are for missed punches and long Intervals over 16.5 hours." The main workspace shows a table with columns: Department Name, Holiday Hours, Other Paid Leave Ho..., Worked Hours, Total Paid Hours, Unpaid Hours, and Assigned Manager. The table has two rows of data. On the right side, there is a sidebar with navigation options: Genies, Departmental Calendars, GWED Portal, Request Manage, and Actions. The top right corner shows the user's name "George Washington" and a "Sign Out" button.

Department Name	Holiday Hours	Other Paid Leave Ho...	Worked Hours	Total Paid Hours	Unpaid Hours	Assigned Manager
MENT						Washington, George
MENT						Washington, George

# 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 red highlight is placed on the 'Out' time for 8/27, which is 16:01. A blue callout box with an arrow points to this cell, 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		16:01	8.0	8.0	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 includes 'Manage My Department' and a search bar. The 'Hours Summary' section shows a table with columns for employee information and timekeeping data. A 'Timekeeping' button is highlighted in the top navigation bar, and its dropdown menu is open, with 'Add Punch' selected and highlighted in green. A blue callout box contains the following instructions:

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

GWid	Name	CLS	Banner Org Num	Sick Hours	Holiday Hours	Other Paid Leave Ho.	Worked Hours	Total Paid Hours	Unpaid Hours	Assigned Manager
GW1103	Cleveland, Grover		999999							Washington, George
GW1107	Bleanor, Roosevelt	NE17 30MIN.	999999							Washington, George
777777777	EMAIL NOTIFICATION USER	TP11	999999							
099990009	ESOC, ESOC	TP11	999999							
GW1104	Lincoln, Abraham	NE11 30MIN.	999999							Washington, George
GW1108	Roosevelt, Franklin	TP11 45MIN.	999999			TEST DEPARTMENT				Washington, George

# 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

The screenshot shows the 'Add Punch' form in the Genie system. The form includes the following fields and options:

- Date:** 8/27/2019 (with a calendar icon and a 'Clear' button)
- Time (H:mm):** 16:05 (highlighted with a green box)
- Override:** (dropdown menu)
- Cancel Deduction:** (dropdown menu)
- Transfer:** (dropdown menu)
- 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.
- Buttons:** Add, Cancel, Apply

Annotations in blue boxes with arrows point to the following elements:

- Enter time in military time:** Points to the 'Time (H:mm):' field.
- Add day, time, and comment, and secondary transfer if needed:** Points to the 'Date', 'Time (H:mm)', 'Comments', and 'Transfer' fields.





# 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 below shows the time card data:

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

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

Tooltip text: 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 grid of dates from 8/25 to 9/05. The 'Out' column for 8/27 is highlighted in red, indicating a missed punch. A blue callout box with an arrow points to this cell, labeled 'Right Click Cell'. Below the main table, there is a 'Totals' 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			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	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	8.0
(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 application interface. At the top, the UKG logo is visible on the left, and the user's name 'George Washington' and 'Sign Out' option are on the right. The main header shows 'Manage My Departme...' and 'Timecards' tabs. Below this, the user's location 'Roosevelt, Franklin' and ID '68880004' are shown. The interface includes a 'Quick Actions' bar with 'View' and 'Approve Timecard' options, and a toolbar with 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To' buttons. The main area is a table with columns for 'Date', 'Schedule', 'Out', 'Shift', 'Daily', and 'Period'. A 'Punch Actions' dialog box is open, showing details for a missed punch on 8/27/2019. The dialog includes fields for 'Date', 'Rounded Time', and 'Exceptions', along with an 'Edit' icon and a 'Justify Exception' button. A blue callout box with an arrow points to the 'Edit' icon, labeled 'Select Edit'. The table below the dialog shows a missed punch entry for 8/27/2019 with a 'Long Interval' exception, resulting in 32.0 hours for that day and 48.0 hours for the period.

Date	Schedule	Out	Shift	Daily	Period
Sun 8/25					
Mon 8/26					
Tue 8/27		16:00	8.0	8.0	8.0
Wed 8/28		16:01	8.0	8.0	16.0
Thu 8/29		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				8.0	56.0
Tue 9/03					56.0
Wed 9/04					56.0
Thu 9/05					56.0
Fri 9/06					56.0

**Punch Actions**

Date: 8/27/2019  
Rounded Time: 8/27/2019 8:00 GMT-04:00  
Exceptions: Missed Out-Punch

 **Select Edit**

Justify Exception

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	48.0
(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

The screenshot displays the UKG Timecards interface. A 'Punch' dialog box is open, allowing for the editing of a missed punch exception. The dialog box contains the following fields and options:

- Date:** 8/27/2019
- Time (H:mm):** 4:05p (A blue callout box points to this field with the text: "Enter time as military time or enter 'p' after punch to convert to PM")
- Rounded Time:** 8/27/2019 8:00
- Override:** (Dropdown menu)
- Time Zone:** (Dropdown menu)
- Cancel Deduction:** (Dropdown menu)
- Exceptions:** Missed Out-Punch (A blue callout box points to the 'Select OK' button with the text: "Select OK")
- Comments:**

At the bottom of the dialog box, there are three buttons: 'Cancel', 'OK', and 'Select OK'.

The background shows a timecard grid with columns for Transfer, Out, Shift, Daily, and Period. The grid displays data for the date 8/27/2019, including a missed punch exception at 16:00 (4:00 PM) and a long interval at 15:58 (3:58 PM).

# 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 a missed punch exception on Thursday, 8/29, with an amount of 32.0. A blue callout box with an orange arrow points to the '16:05' value in the 'Out' column, stating '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 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			8.0
Wed 8/28				7:55		16:01	8.0
Thu 8/29				8:03		15:58	32.0
Fri 8/30							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	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 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 16:01. 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 with columns for Account, Pay Code, and Amount.

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	8.0
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	16.0

# 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 interface for Lincoln Abraham. The table shows time entries for the period from September 24 to October 03. Key annotations include:

- Missed Punch:** A red bar highlights the entry for Saturday, 9/28, where the 'In' time is blank.
- Cancel Deduction:** A callout box points to the 'Out' time of 17:29 on Wednesday, 9/25, which is marked with an information icon.
- Long Deduction:** A callout box points to the 'Out' time of 15:00 on Wednesday, 10/02, which is also marked with an information icon.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Tue 9/24				8:00	///016001//10300200/	17:30	9.0	9.0	9.0
Wed 9/25				8:02	///016001//10300200/	17:29	4.0	4.0	13.0
Thu 9/26				7:59	///016001//10300200/	17:32	9.5	9.5	22.5
Fri 9/27				9:32		13:00		0.5	31.5
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

# Verifying a Long Interval Exception

- Select **Mark/UnMark** button to mark exceptions as reviewed

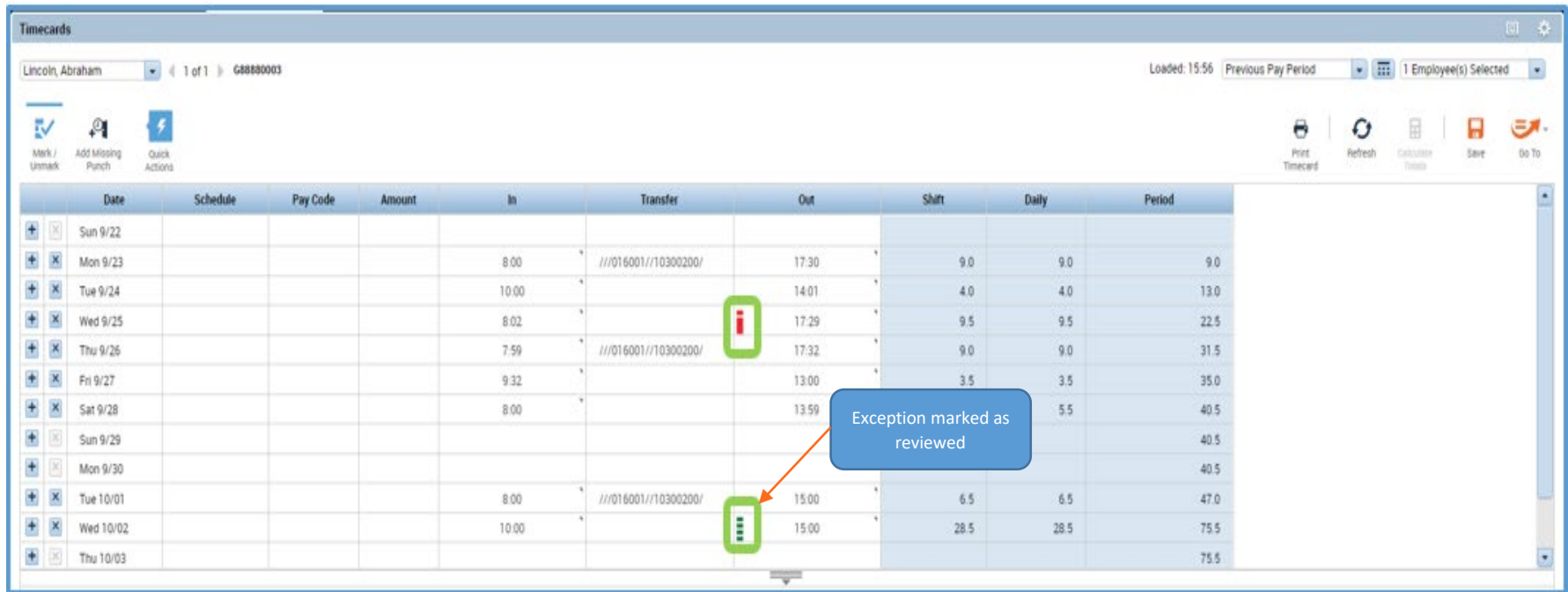


The screenshot displays the 'Timecards' application interface for Lincoln, Abraham (ID: G8888003). The table below shows time entries from Sunday 9/22 to Thursday 10/03. The 'Transfer' column contains codes like '///016001///10300200/'. Two entries on Tuesday 9/25 and Tuesday 10/01 have red 'i' icons in the 'Transfer' column, indicating long interval exceptions.

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 Sunday, September 22, to Thursday, October 3. The 'Transfer' column contains codes like '///016001//10300200/'. A green icon with a red 'i' is highlighted in the Transfer column for the entry on Wednesday, September 25. A blue callout box with the text 'Exception marked as reviewed' points to this icon. Another green icon with three vertical bars is visible in the Transfer column for the entry on Tuesday, October 1.

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

# Comments

# 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

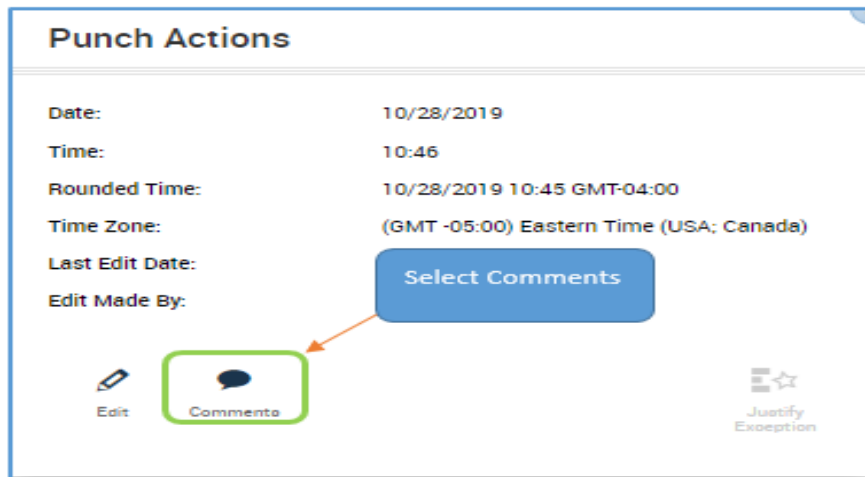
	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ X	Sun 9/22									
+ X	Mon 9/23				8:00	001//10300200/	17:30	9.0	9.0	9.0
+ X	Tue 9/24				10:00		14:01	4.0	4.0	13.0
+ X	Wed 9/25				8:00		17:29	9.0	9.0	22.0
+ X	Thu 9/26			7.59		///016001//10300200/	17:32	9.0	9.0	31.0
+ X	Fri 9/27				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

Right Click  
on cell



# 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 displays 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 modal dialog box titled "Comment" is open, showing a list of comments. The first comment is "Employee Forgot to Clock..." and the second is "with a transfer code and the time clocked on 9/28 should belong to the secondary position." The dialog includes an "Add Comment" button, an "Add another note" link, and an "Add" button. A blue callout box points to the "Add Comment" button with the text "Select a Comment and enter in a note". Another blue callout box points to the "Add" button with the text "Add Additional notes". The "OK" button is at the bottom right of the dialog.

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



# 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
  - Remember to select “**Add**” to add comment to box
  - Select **Save**
  - Add required comment
- If you delete a punch that already has a comment you must add a **NEW COMMENT** not a new note

# Phantom Purple Punch

# 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 second 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 for user 'Lincoln, Abraham' with ID 'G88880003'. The main table lists dates from Sun 9/22 to Thu 10/03. A right-click context menu is open over the '11:00' entry on Mon 9/23. The menu includes options for 'Edit' and 'Comments', with 'Edit' being the selected option. A 'Justify Exception' button is also visible at the bottom right of the menu.

**Right Click cell to activate Punch Actions box**

**Punch Actions**

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  
Edit Made By: Lincoln, Abraham

**Select Edit**

Edit Comments Justify Exception

# 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 a user named 'Lincoln, Abraham'. The interface includes a table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. A 'Punch' dialog box is overlaid on the table, showing the date 9/23/2019, time 11:00, and an override of 'New Shift'. The dialog box has buttons for 'Select New Shift', 'Select OK', 'Cancel', and 'OK'. The 'Select New Shift' button is highlighted with a blue box, and an arrow points to the 'OK' button.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+ [X]	Sun 9/22									
+ [X]	Mon 9/23				8:00		11:00			
+ [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									

The missed punch exception now displays allowing punch to be edited & employee and manager to be alerted



# 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

# Audits

# Audits

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

The screenshot shows the 'Audits' widget interface. The top section displays a list of employees with columns for Gwid, Name, Pay Role, ECLS, Banner, Org Name, 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 corner, with the text 'Select GoTo button, Select Audits'. A dropdown menu is open, showing options like 'Go to widget', 'Request Manager', 'People Editor', 'Audits', 'Exceptions', 'Reports', 'My Timecard', and 'Subscriptions'. The bottom section shows a detailed view of punches for 'Ramas, Benjamin D'. A blue callout box explains the columns: 'User Column displays number used to clock or Gwid for edited punches' and 'Data Source displays device used to clock in and out'. 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. The Data Source column contains values like 'TeleTime IP', 'Global Time Off Request', and 'Mobile Device'. A blue callout box points to the 'Data Source' column header and the 'Mobile Device' value in the Data Source column.

**Select GoTo button, Select Audits**

**User Column** displays number used to clock or Gwid for edited punches  
**Data Source** displays device used to clock in and out

- Teletime = Phone
- Mobile Device = Mobile App
- 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

**Select GoTo button, Select Audits**

**User Column** displays number used to clock or Gwid for edited punches  
**Data Source** displays device used to clock in and out

- Teletime = Phone
- Mobile Device = Mobile App
- Time card Editor = Computer Browser

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	Timecard Editor
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

# Time Off

# Time Off

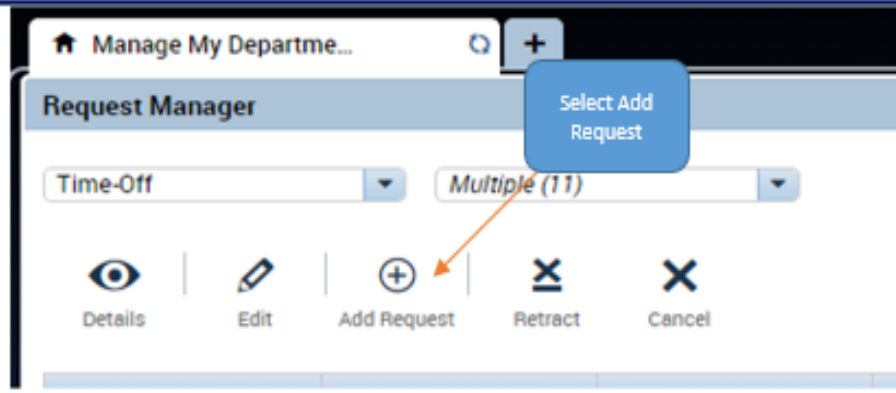
- You can find details on the types of time off and leave at GW in the Time Off and Leave Guide on the Benefits Website.
  - <https://hr.gwu.edu/paid-time>
- When an employee terminates from GW, they are paid out their accrued but unused annual time balance per the Time Off & Leave Guide.
- Sick time 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](mailto:timeoff@gwu.edu) or 571-553-8382

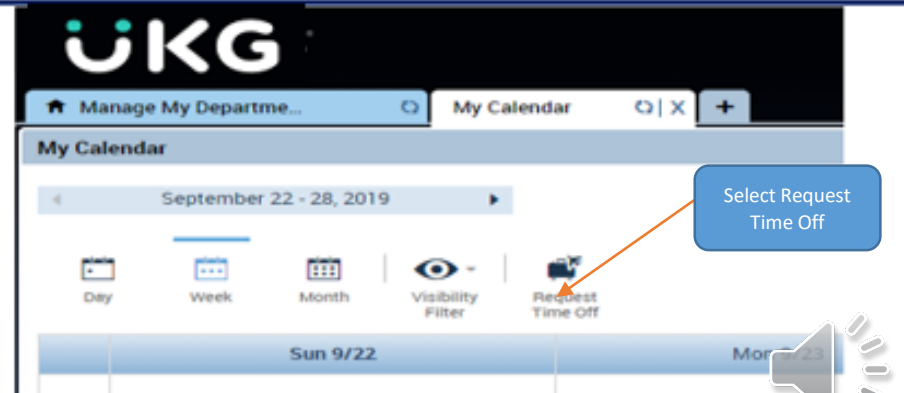
# Time Off

- 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](mailto:payroll_payreq@gwu.edu).
- Please review Time Off Training on the Benefits Website.

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](mailto: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 left is the UKG logo. The top right shows the user name 'George Washington' and a 'Sign Out' button. Below the logo is a navigation bar with 'Manage My Department' and 'Request Manager'. The main content area is titled 'Request Manager' and includes a dropdown for 'Time-Off' and a filter for 'Multiple (9)'. A date range selector shows '7/01/2021 - 6/30/2022, S...' and a button with a calendar icon. A blue callout box points to this button with the text 'Use calendar button to select date range'. Below the date range is a table with columns: 'Modified By (Username)', 'Subject', 'Submit Date', 'Status', 'Submitted By', and 'Start Date'. The first row contains: 'gw1101', 'Annual', '6/23/2022 13:54', 'Submitted', 'Washington, George', and '2/14/2022'. To the right of the table are buttons for 'Export' and 'Refresh'. A blue callout box points to the 'Export' button with the text 'Select Export Button to export Request Manager data'. At the bottom right, there is a speaker icon and a volume control slider.

Modified By (Username)	Subject	Submit Date	Status	Submitted By	Start Date
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 system interface. At the top, the Kronos logo is visible on the left, and the user's name 'George Washington' and 'Sign Out' option are on the right. A notification bubble at the top center indicates 'Request Manager: 1'. Below this, a 'Hours Summary' section includes various filters and a table of employee data. The table has 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 data rows list employees like Jackson, Andrew; Jefferson, Thomas; Lincoln, Abraham; Maddison, Dolly; Roosevelt, Franklin; and Washington, George. On the right side, a vertical 'Items bar' contains several menu items, with 'My Inbox' at the bottom. Two blue callout boxes with arrows point to the 'Request Manager: 1' notification and the 'My Inbox' item, with text instructions: 'Check Alerts for Submitted Requests' and 'Check My Inbox for Submitted Requests (Search by date range)'. A speaker icon is also present at the bottom right of the interface.

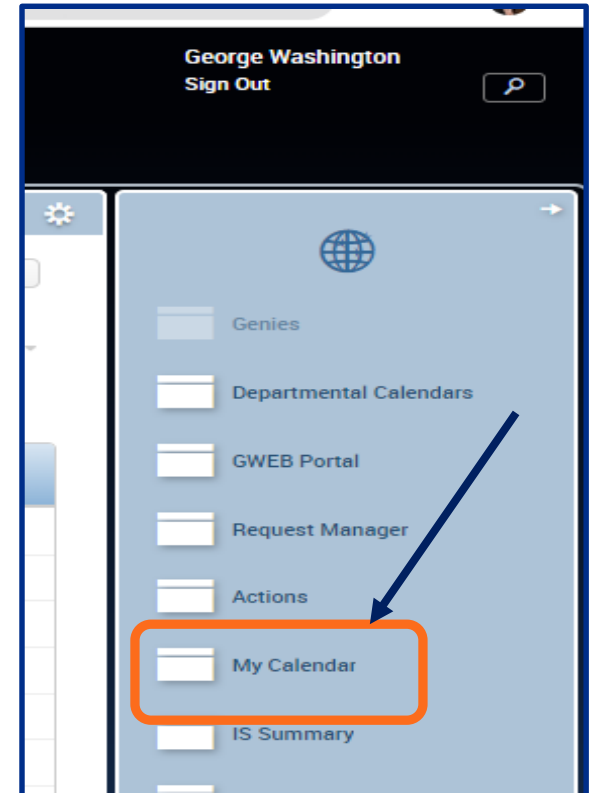
GWID	Name	Pay Rule	ECLS	Banner Org Num	Department Name	Manager Approval	Missed Punch	Annual Hours	Sick Hours	Holiday Hours	Other P... Leave H...
G8880005	Jackson, Andrew	NE11 NO L...		88888	Presidents Office						
G8880002	Jefferson, Thomas	EX12		88888	Presidents Office						48.0 48.0
G8880003	Lincoln, 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

# Managing Your Time Off

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

🕒 This is where timekeepers & managers check accruals

🕒 This is where timekeepers & managers request 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 close of business.
- **A manual timesheet must be submitted** to [payroll\\_payreq@gwu.edu](mailto: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

# 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**

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		Please Choose:							4.0
+ X	Wed 9/04		h							4.0
+ X	Thu 9/05		HOL							4.0
			Hours Worked							4.0
			Hours Worked with Override							4.0

Totals Accruals Audits History

All All

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

4.0  
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 a timecard system interface for 'Maddison, Dolly'. The main grid shows dates from Sun 8/25 to Thu 9/05. A holiday record 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 a total of '6.0' for 'HOL' and '6.0' for 'Total Paid Hours'. The 'Save' button in the top right corner is highlighted with a green box. Three blue callout boxes provide instructions: 'Select Tab Key and time will be entered' points to the 'Amount' column, 'Updated Holiday will appear in Totals Section' points to the 'Totals' section, and 'Select Save' points to the 'Save' button.

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



# Removing Holiday

Under the Time Off and Leave Guide policy found at <https://hr.gwu.edu/paid-time>, non-exempt employees scheduled to work will be paid as if the day were not a holiday and will be provided a substitute day off, to be used by the end of the fiscal year.

The employee and their manager are responsible for tracking and coordinating the substitute day off.

- Click on the **Plus (+)** sign next to the holiday date to add an additional row.
- Click in the **Pay Code column** cell below the holiday to display the available pay codes.
- Select the **HOL** pay code from the list.
- Click in the Amount column cell that corresponds to the pay code you selected.
- Enter a negative sign and the amount of hours the employee should be deducted for the holiday and hit **Save**.

+ X	Sun 1/17				
+ X	Mon 1/18		Martin Luther King, Jr. ...	8.0	
+ X	Tue 1/19				
+ X	Wed 1/20		Inauguration Day 2021	8.0	
+ X	Wed 1/20		HOL	-8.0	
+ X	Thu 1/21				
+ X					
+ X					

Diagram illustrating the steps to remove a holiday from the schedule:

1. Click on the Plus (+) sign next to the holiday date to add an additional row.
2. Click in the Pay Code column cell below the holiday to display the available pay codes.
3. Select the HOL pay code from the list.



# 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's a header with 'Genies' and a settings icon. Below that, a 'Hours Summary' section includes a date range '8/11/2019 - 10/05/2019, ...' and a dropdown menu currently set to 'All Home-Termed\_BW'. A blue callout box with an arrow pointing to the dropdown contains the text: 'Select All Home-Termed\_BW for bi-weekly paid employees on termed list'. Below the summary are icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', and 'Schedule'. 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 first row of data shows: G27192209, Bush, George, NE11 30ML..., S3, 617008, GRANTS CONTR ACCTG SVCS-N, a checkmark in the Missed Punch column, 21.0 Annual Hours, 8.0 Sick Hours, 58.25 Worked Hours, 87.25 Total Paid Hours, and Ouellette, Raymond as the Assigned Manager.

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

# 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 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. Below the toolbar is a table with 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. A blue callout box with a white border points to the 'Select All Rows' button and contains the text: '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

The screenshot shows the Genie HR system interface. At the top, there's a header with 'Genies' and a 'Manager Approval' dropdown. Below the header is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', and 'Schedule'. On the right side of the toolbar, there are 'Refresh', 'Share', and 'Go To' buttons. The main area 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 and rounded corners is overlaid on the table, containing the text 'Ctrl+right click your mouse to deselect an employee if needed'. An orange arrow points from the callout box to the 'Pay Rule' cell for the employee 'Maddison, Dolly'.

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' Manager Approval interface. At the top, there's a 'Manager Approval' dropdown and a status bar indicating 'Loaded 13:42' and 'Previous Pay Period'. Below this is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', and 'Schedule'. The 'Approval' icon is highlighted. To the right of the toolbar are 'Refresh', 'Share', and 'Go To' buttons. The main area is a table with the following columns: GWid, Name, Department Name, Banner Org Num, 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 callout box to the 'Approval' icon in the toolbar. The table contains several rows of employee data, including Jackson, Andrew; Jefferson, Thomas; Lincoln, Abraham; Maddison, Dolly; Roosevelt, Franklin; Washington, George; and Washington, Martha.

GWid	Name	Department Name	Banner Org Num	Manager Approval	Managers Who Approved Timecard	Signed Off	Missed Punch	Total Paid Hours	Assigned Manager
G88880005	Jackson, Andrew	NE11 NO LUNCH	888888					8.0	Washington, Geo...
G88880002	Jefferson, Thomas	EX12	888888					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	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...

# 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, Geo...
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 a 'Quick Actions' menu where the 'Approve Timecard' button is highlighted with a green box. A blue callout box with the text 'Select Approve Timecard' points to this button. The main area is a table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The table shows data for dates from Sun 9/08 to Thu 9/19. At the bottom, there is a 'Totals' 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	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

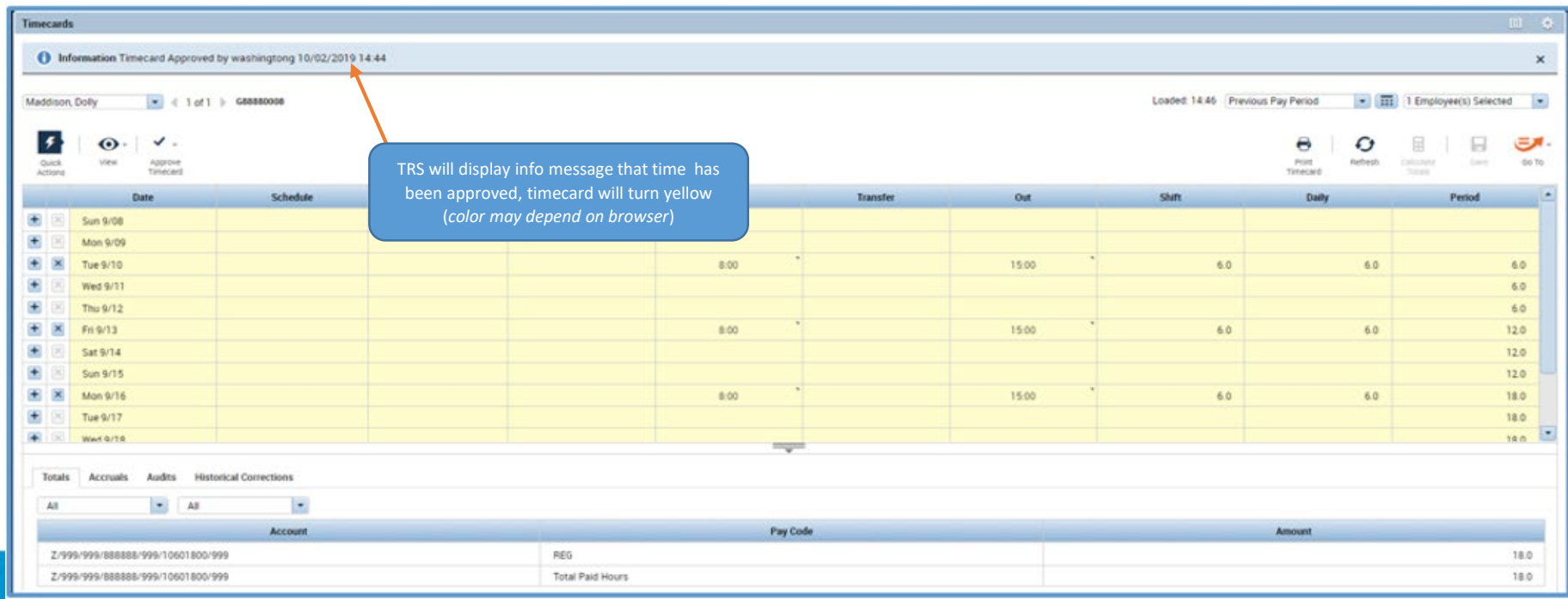
The screenshot displays the 'Timecards' interface for an employee named Madison, Dolly. The top navigation bar includes a 'Quick Actions' menu with a checkmark icon next to 'Approve Timecard', which is highlighted by a blue callout box with the text 'Select Approve Timecard'. Below the navigation bar is a table of timecard entries with columns for Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Period. The table shows entries for dates from Sun 9/08 to Wed 9/18. Below the 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, showing a total of 18.0 hours for the account 2/999/999/888888/999/10601800/999.

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
2/999/999/888888/999/10601800/999	REG	18.0
2/999/999/888888/999/10601800/999	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 timekeeper



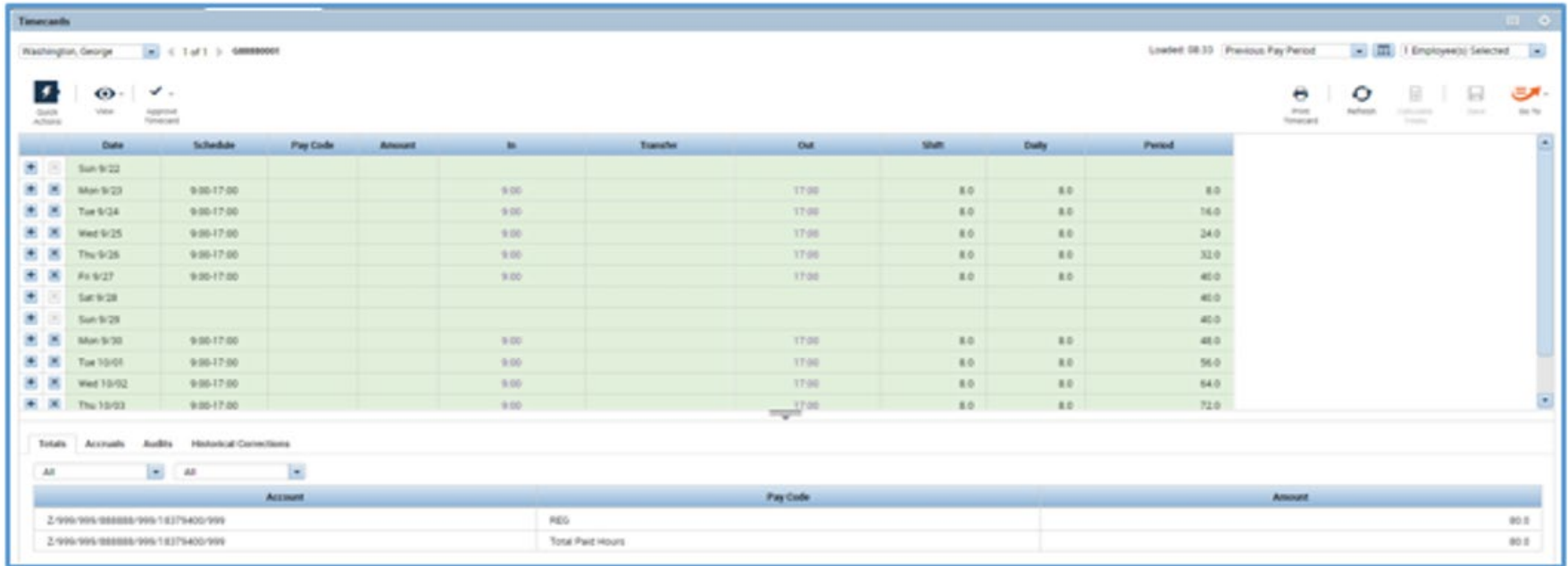
The screenshot shows a web application interface for timecard management. At the top, a blue information banner displays the message: "Information Timecard Approved by washington 10/02/2019 14:44". Below this, the user "Maddison, Dolly" is identified. The main area is a table with columns for Date, Schedule, 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	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/999/999/88888/999/10601800/999	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 a timekeeper who is also the employee
- All Timekeepers should have another person approve their timecard



The screenshot displays a timecard management interface. At the top, it shows the location 'Washington, Georgia' and a date range '1 of 1' with a total of '08888888'. The interface is loaded at '08:33' and shows 'Previous Pay Period' and '1 Employee(s) Selected'. Below the header, there are icons for 'Quick Actions', 'View', and 'Approved Timecard'. The main table lists timecard entries with columns for Date, Schedule, Pay Code, Amount, In, Transfers, Out, Shift, Daily, and Period. The entries are for dates from Sun 9/22 to Thu 10/03. At the bottom, there is a summary table with columns for Account, Pay Code, and Amount.

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

Account	Pay Code	Amount
2-999-999-999999-999-18279400-999	REG	80.0
2-999-999-999999-999-18279400-999	Total Paid Hours	80.0

# Approving from the Timecard

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

Timecards

Middoon, Doly < 1 of 1 > 6888888

Loaded 08:32 Previous Pay Period 1 Employee(s) Selected

Quick Actions View Approve Timecard Sign Off Accruals Actions Post Timecard Refresh Calculate Totals Save Go To

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

Totals Accruals Audits Historical Corrections



# 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 displays the Genies HR system interface. At the top, there is a navigation bar with 'Manage My Department' and a plus sign. Below this, the 'Hours Summary' section is visible, featuring a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', and 'Schedule'. A blue callout box with the text 'Select a date range or time period' points to the 'Previous Pay Period' dropdown menu, which is currently set to 'All Home - Bi-Weekly'. A 'Select Dates' dialog box is open, showing 'Start Date: 1/01/2022' and 'End Date: 6/23/2022'. Another blue callout box with the text 'Select Employees Select Go To button' points to the 'Go To' button in the top right corner. The main area contains a table with columns: Gwid, Name, Pay Rule, ECLS, Banner Org Num, Department Name, Manager Approval, Missed Punch, Annual Hours, Sick Hours, Unpaid Hours, and Assigned Manager. The table lists four employees: Franklin Roosevelt, Harry Truman, and Bess Truman, all working for 'TEST DEPARTMENT'. A 'Washington, N' button is visible at the bottom right.

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

# Reports

To run any report:

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

Manage My Department Reports

REPORTS

SELECT REPORTS CHECK REPORT STATUS

Run Report Refresh Email Print Schedule Report

Create Favorite Save Favorite Duplicate Favorite Delete Favorite

Accrual Detail  
Accruals (Spreadsheet Export)  
Actual vs. Schedule by Job  
Actual  
Comme  
Employ  
Employ  
Employee Hours by Job (Excel)  
Employee Hours by Labor Account  
Employee Hours by Labor Account (Excel)

GW PAY REPORT

Description Displays detailed information about each employees clocked time ( actual and rounded ) Paycode Edits and hours

People Previously Selected Employee(s)

Time Period Previous Pay Period

Actual/Adjusted Show hours worked in this period only.

Output Format Adobe Acrobat Document(.pdf)

Choose to Run, Email, or Schedule report

# 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](mailto: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 will be granted access within 48 hours of receiving email of completion from employee
  - TRS Quiz needs to be passed (send *email confirmation of completion* to [timerep@gwu.edu](mailto: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](mailto:timerep@gwu.edu)
- The TRS access form can be found at <https://hr.gwu.edu/payroll> under Forms

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THE GEORGE  
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