
THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON, DC

TRS New User Training

PART I COMPLIANCE & POLICY

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TRS New User Training

- Policy
- Processing Guidelines



COMPLIANCE



POLICY



Payroll Time Reporting Policy

It is the policy of the university to pay employees for time worked in an accurate and timely manner, in accordance with applicable laws, and to maintain the required supporting documents and records.

The TRS Policy can be found at <https://hr.gwu.edu/Time-reporting>

Manager and Supervisor Responsibilities



- Being familiar with university policies governing hours worked, meal periods, overtime pay, and premium pay for shifts, weekends, and on call as defined in the Time Off & Leave Guide located on the Benefits Website and any other applicable documents, including collective bargaining agreements as appropriate.
- Ensure that nonexempt employees report all time worked by using the Time Reporting System. Employees can record start and stop times by using the telephone or other approved systems designated by their department.

Manager and Supervisor Responsibilities



- If the nonexempt employee is unable to record time due to a business or medical reason, departments may manually enter employees start and stop times in the Time Reporting System.
- Informing all employees of the importance of adhering to the university policies and departmental practices as they relate to time and attendance.
- Reviewing, approving, and reporting any paid and unpaid time off for both exempt and nonexempt employees.
- Reviewing nonexempt employee pay reports regularly and correcting any erroneous or missed entries on a timely basis.
- To ensure proper payment to all nonexempt employees by not modifying employee's punches, cutting overtime, or deleting employee's clocked time unless there is a valid reason or written communication by employee.


Manager and Supervisor Responsibilities



- Reviewing and approving time worked, leave time, and overtime for nonexempt employees in accordance with the bi-weekly Payroll Calendar.
- In limited circumstances, reviewing, approving and sending to Payroll Services any manual time sheets for nonexempt employees no later than the "**Due Date**" noted on the bi-weekly Payroll Calendar.
- Removing a terminated employee's scheduled hours from the TRS if the Change in Status (CIS) form has not been processed. Removal of hours helps avoid payment of a terminated employee beyond the last day worked.
- Maintaining work and leave records for all full time and regular part time employees assigned to the department.

DC Wage Theft (Non-Exempts Clocking)



- Precise in and out punches must be entered for all non-exempt employees
- All **nonexempt employees** are to be clocking in and out using the provided clocking method from the University
- Timekeepers should only be editing the time for missed punches or mistakes.
- Timekeepers should have a detailed  email from the employee stating reason edit is needed.

DC Wage Theft (Non-Exempts Clocking)



- Timekeepers should add detailed comments 🗨️ when editing the time card
- All time reporting documents including emails asking for edits need to be saved for 3 years.
- All **nonexempt timekeepers** must clock in using the provided Time Reporting clocking method from the University. Do not enter your punches as a timekeeper.

Record Retention

Time reporting documents should be saved for 3 years.

Documents that could count towards an employees time record are:

- Emails referring to time
- Manual timesheets



Employee Classifications

Classifications for Employee Payment

- 🕒 **Bi-weekly nonexempt (clock in/out)**
 - 🕒 Employees are paid bi-weekly
 - 🕒 Employees clock in and out and are eligible for overtime
 - 🕒 Need a TRS time approval
 - 🕒 Employee requests Time Off from TRS

- 🕒 **Bi-weekly paid Exempt**
 - 🕒 Employees are paid bi-weekly
 - 🕒 Employees do not clock in and out and are not eligible for overtime
 - 🕒 TRS Payrules starts with 'E'
 - 🕒 Timecard populates with a schedule of purple punches
 - 🕒 Need a TRS time approval
 - 🕒 Employee requests Time Off from TRS

- 🕒 **Monthly paid Exempt**
 - 🕒 Employees are paid from Banner at the end of the month
 - 🕒 Employees are in TRS for Time Off
 - 🕒 Payrule starts with 'M'

Meal Breaks



- ⌚ If a nonexempt employee does not take a lunch break of at least 30 minutes, or works while eating lunch, that time is compensable work time.
- ⌚ Nonexempt employees must be paid for all time worked. If the employee works through lunch, the supervisor/timekeeper must remove their auto meal break from the Time Reporting System.
- ⌚ **A “*bona fide meal period*” is any break that is at least 30 minutes long and where the employee is relieved from all work duties. Such breaks are not compensable work time.**

Meal Break Settings



- ⌚ Non-Exempt employees have a default of 1 hour meal break.
- ⌚ Temp/student employees default into TRS with no meal break.
- ⌚ If you have union workers check with the time reporting Administrator or the Union Contract.
- ⌚ Employees should talk to their manager if they would like their break modified.

Meal Break Settings



- 🕒 Employees meal break will be deducted after 5 ½ hours of work.
- 🕒 Employees can cancel their automatic meal break. They should have manager's approval to do so.
- 🕒 Employees can choose to have their automatic meal break removed and clock in and out instead.
- 🕒 If an employee's position changes, their meal break will revert back to the default setting.

Overtime



- ⌚ Employees who are classified as nonexempt under the FLSA for all hours worked.
- ⌚ They are eligible to receive 1 ½ times the regular rate of pay **for all hours worked over 40 in a work week.**
- ⌚ If you have Union workers check with the Time Reporting Administrator or the Union Contract to see if your workers are eligible for premium pay.
- ⌚ Nonexempt employees may not volunteer to work additional hours without compensation.
- ⌚ Compensatory time may not be given in lieu of overtime.

Overtime

- ⌚ If a nonexempt employee worked more than 40 hours the university must pay them overtime. Supervisors should note, however, that university policy states that employees who work without prior approval are not following policy and may be subject to disciplinary action.
- ⌚ Exempt employees are not eligible for overtime
- ⌚ Non-worked hours such as sick and annual do not count towards overtime
- ⌚ **Nonexempt employees with multiple positions who work more than a combined of 40 hours will have their OTP charged to the primary position in Banner regardless of which position has the OTP indicated in TRS.**



Processing Guidelines



Payroll Calendars



- 🕒 The TRS System is used to pay bi-weekly paid employees
- 🕒 The TRS System is used to Request Time Off for bi-weekly and monthly paid employees
- 🕒 Timekeepers should be reviewing time cards regularly and when employees send request to edit
- 🕒 Bi-weekly employees Time Off Requests should be approved by the bi-weekly approval due date

Payroll Calendars



- 🕒 The bi-weekly Calendar runs from Sunday – Saturday
- 🕒 **Bi-weekly Calendars** can be found at <https://hr.gwu.edu/payroll>
- 🕒 The bi-weekly Calendar will provide you with the following info:
 - 🕒 *Banner Pay #, Pay Period begin date, Period End Date, Approval due date, Pay date*
- 🕒 The **bi-weekly Department Approval Due date** is Tuesdays at noon unless otherwise stated on the Calendar

Department approval



- Department approval is processing Tuesdays at noon
- Please check [Payroll Website](#) for any date changes
- If you are unavailable you must have a back up
- Please notify your Finance Director or manager to find an alternative Timekeeper
- Delegate your access to another timekeeper while you're out
- University Payroll can be held up if you do not approve your departments time
- If time is approved late or missed we contact HR, Finance Director, and Head Supervisor
- We track late approvals

Time Off

- ⌚ Refer to the [Benefits Time Off & Leave Guide](#) for information on time off and leave.
- ⌚ Time Off resources can be found at <https://hr.gwu.edu/paid-time>
- ⌚ Questions can be directed to Benefits at 571-553-8382 or timeoff@gwu.edu.



Holidays

- Benefits-eligible staff must be in paid status immediately preceding and following a holiday to be paid for that holiday. Paid status includes hours worked and time off paid through payroll.
- Part time non-exempt employees default into TRS with 4 hours of Holiday pay. Per GW Policy part-time employees receive prorated holiday hours based upon percentage of effort. Timekeepers may need to adjust the Holiday.
- Instructions for updating the Holiday if needed can be found on the Payroll Website under TRS Instructions.



Clocking Instructions



There are three options for clocking:

- 🕒 PC Browser Time Stamp
 - 🕒 Phone Time Stamp
 - 🕒 Mobile Time Stamp (available for employees with one position)
- 🕒 If employees have **multiple positions** they are 'Phone Time Stamp'
- 🕒 Clocking Instructions are on the [Payroll Website](https://hr.gwu.edu/time-entry-and-reviewing-time-card) at <https://hr.gwu.edu/time-entry-and-reviewing-time-card>

Note: All non-exempt employees must clock in by the approved clocking system designated by their department. The Timekeeper should be approving and editing the timecard per the University Policy.

Rounding Rules

- 🕒 The TRS rounds start and end shift punches to the nearest quarter hour for non-union employees
- 🕒 The split occurs in the middle of each quarter hour
- 🕒 The system records and posts the exact punch to the timecard but uses the rounded punch for calculating paid hours
- 🕒 Meal break start and end shift punches do not round to the quarter hour to ensure a bona fide meal break.
- 🕒 If you have union workers check with your contract or the TRS System Administrator

Rounding time example:

7:54 pays as 8:00 punch (rounds forward)

8:07 pays as 8:00 punch (rounds back)

8:08 pays as 8:15 (round forward)

Combined example:

8:53 to 9:07 pays as 9:00

9:08 to 9:22 pays as 9:15

9:23 to 9:37 pays as 9:30

9:38 to 9:52 pays as 9:45

Student Workers

- 🕒 It is recommended that student employees work no more than 20 hours, on average, per week so that they can focus on their academic studies and so that more students can take advantage of the limited opportunities
- 🕒 Students should only work outside of scheduled class time
- 🕒 Employees cannot work until they are officially hired
- 🕒 Remember, student employees, are students first

International Students

- 🕒 An international student may not work more than 20 hours per week while enrolled at the University during fall and spring semesters.
- 🕒 If the employee is enrolled during summer session check with the International Services Office at 202-994-4477 or iso@gwu.edu to confirm how many hours the employee is allowed to work.
- 🕒 There are no limits on hours worked during academic breaks and when not enrolled for the summer session. Any additional questions can be directed to the International Services Office at 202-994-4477 or iso@gwu.edu.

Policy Review



- ⌚ Manual time sheets should be sent in for cases like missing leave and missed lunch breaks
- ⌚ Employees should not start working before they are hired
- ⌚ Employees should be clocking precise in and out punches using the TRS to follow the DC Wage Theft Act
- ⌚ Employees should review their time at least once a week to ensure accurate and timely pay

Policy Review



- 🕒 Timekeepers/manager should review employees time card at least once a week and fix edits with-in 24 hours of employees email.
- 🕒 All Timekeepers should have written communication from employee if editing the time card for any reason
- 🕒 Do not cut overtime. We must pay overtime if worked. If employee is not approved for overtime and works it then it becomes a disciplinary action.

Questions

- Please complete TRS Part II and Quiz
- If you have not sent in a TRS request form please send it to timerep@gwu.edu or payroll@gwu.edu.
- The TRS access form can be found at <https://hr.gwu.edu/timekeeper-training> under Forms
- Time reporting policy and training documents can be found on the [Payroll Services Website](https://hr.gwu.edu/time-reporting) under Timekeeping at <https://hr.gwu.edu/time-reporting>.
- Tip Sheets: <https://hr.gwu.edu/trs-instructions>