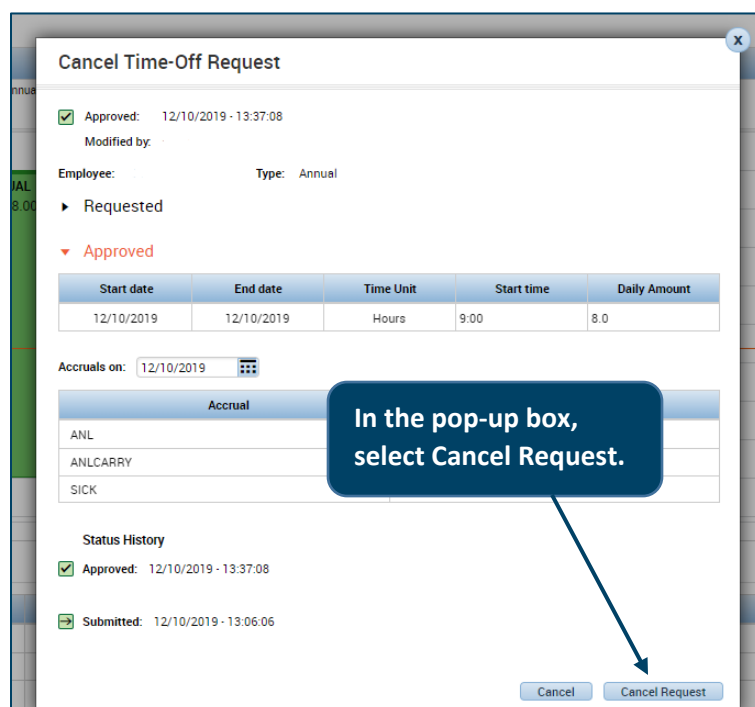
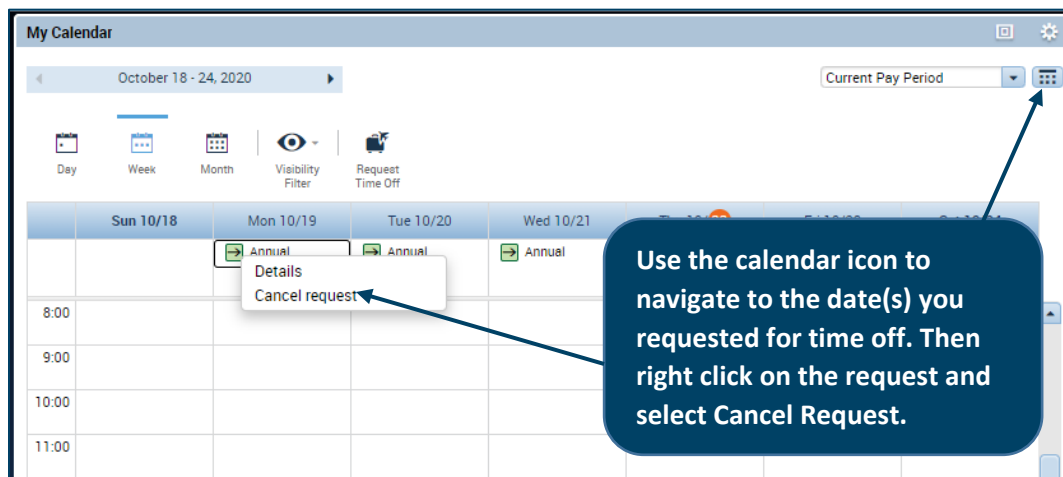
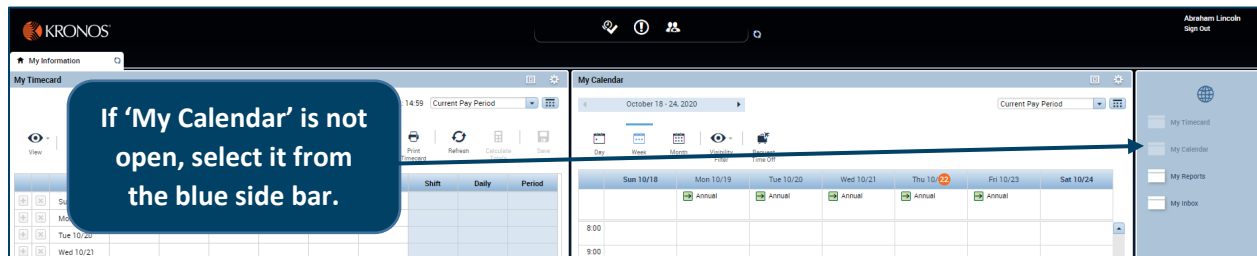


TIME OFF & LEAVE



CANCELLING TIME OFF REQUESTS (FOR EMPLOYEES)

To access the Time Reporting System (TRS), go to <https://go.gwu.edu/trs>.



After you cancel the request, your manager will receive an email notification from the TRS to approve the cancellation request. Once your manager approves the cancellation, the time off will be removed from your timecard and your annual time balance will no longer reflect the hours you cancelled.

NOTE: You cannot edit or cancel part of an approved request. Cancelling the time off request will cancel all dates and hours within the request.