



CANCELLING EMPLOYEE TIME OFF REQUESTS (FOR MANAGERS AND DELEGATES)

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

Select the employee from your list or through the Quick Find Genie, click on the orange Go To button and then select Request Manager.

Highlight the row of the request to be cancelled and select Cancel.

Modified By (Username)	Subject	Submit Date	Status	Employee	End Date	Pay Code		
gw1101	Annual	2/11/2021 12:00	Approved	Washington, Martha	3/01/2021	Lincoln, Abraham	3/01/2021	ANNUAL

In the pop-up box, select Cancel Request.

Approved: 2/11/2021 - 12:03:21
Modified by: gw1101
Employee: Lincoln, Abraham Type: Annual

Start date	End date	Time Unit	Start time	Daily Amount
3/01/2021	3/01/2021	Hours	9:00	8.0

Accruals on: 3/01/2021

Status History
Approved: 2/11/2021 - 12:03:21 gw1101
Submitted: 2/11/2021 - 12:00:59 gw1102

Buttons: Cancel, Cancel Request

After you click on the Cancel icon, the employee's manager will receive an email notification from the TRS to approve the cancellation request. Once the manager approves the cancellation (see below), the time off will be removed from the employee's timecard and their annual time balance will no longer reflect the hours 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.

Managers need to select the cancellation request and select Cancel Approved and then Cancel Approved in the pop-up box.

Modified By (Username)	Subject	Submit Date	Status
gw1101	Annual	2/11/2021 12:00	Cancel Submitted