

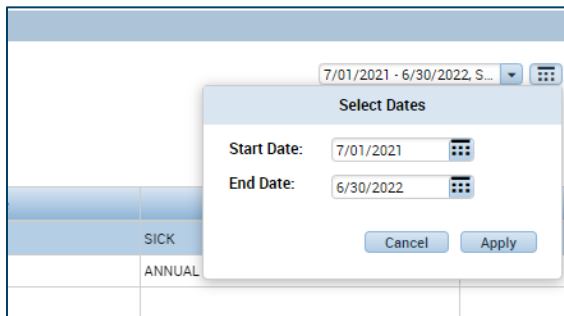
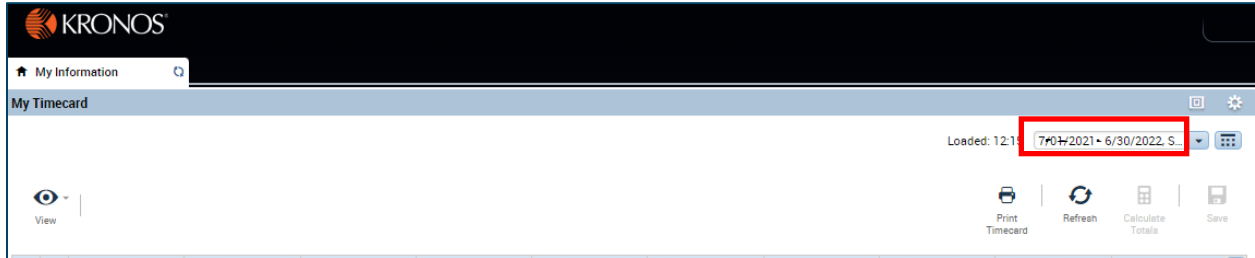
TIME OFF & LEAVE



CHECKING YOUR ANNUAL TIME USAGE FOR THE FISCAL YEAR

Employees are able to check the annual time that they have been approved for during the fiscal year by following the steps below:

To access the Time Reporting System (TRS), go to <https://go.gwu.edu/trs>. Using the calendar icon in the top right-hand side of the "My Timecard" screen, change the dates to July 1 through June 30 to see the entire fiscal year.



On the totals tab at the bottom of the "My Timecard" screen, you will see the total amount of annual time approved for the fiscal year. (You will need to add ANL and ANL Overdraft together to get the total amount of hours approved.)

Totals Audits Accruals				
All				
Location	Job	Account	Pay Code	Amount
		Z/999/999/999999/999/10176400/999	ANL	110.0
		Z/999/999/999999/999/10176400/999	ANL Overdraft	2.0
		Z/999/999/999999/999/10176400/999	HOL	8.0
		Z/999/999/999999/999/10176400/999	PND	8.0
		Z/999/999/999999/999/10176400/999	REG	19.0
		Z/999/999/999999/999/10176400/999	SIC2	8.0
		Z/999/999/999999/999/10176400/999	Total Paid Hours	155.0

Important Tips

If you submitted annual time which has not yet been approved by your manager, those hours will not be included in your totals. Time off requests have to be approved to be included on the Totals tab.

If you are also a time off manager or timekeeper, you can run an Employee Transactions and Totals report on the Reports page for yourself (or for your employees) to see approved annual time usage for the fiscal year.