TIME OFF & LEAVE

CONFIRMING FINAL TIME OFF BALANCES

When processing an employment separation, it is important that an employee's annual and sick time records are confirmed accurate prior to processing the employment separation.

- Managers should use the instructions in this tip sheet to review and verify time off balances in Kronos, ensuring that all time off requests have been processed.
- HRBP should enter the ending balances on the CIS termination form and confirm the balances have been verified. (For the month of termination, HRBP may need to prorate accruals, based on the proration tables at the end of this tip sheet.)
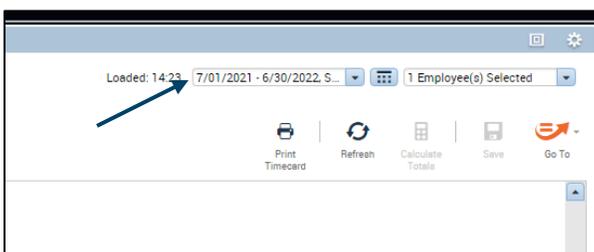
> **Please note that Benefits and Payroll will verify balance accuracy before funds are released. The HR Business Partner/manager do not need to proactively reach out to Benefits or Payroll for balance verification prior to processing the employment separation.**

To confirm annual and sick time balances for employment separations, please take the following steps:

1. To access the Time Reporting System (TRS), go to https://go.gwu.edu/trs.
2. Select the employee from your list or through the Quick Find Genie.
3. Click on the orange Go To button and then select Request Manager.

4. Once in Request Manager, change the dates to the current fiscal year to see if there are any outstanding requests that have not been approved or any approved time off after the separation date. The employee and manager will need to resolve any outstanding issues.

Status	Submitted By	Start Date	Employee	End Date ▲	Pay Code
Submitted	Washington, George	5/06/2022	Lincoln, Abraham	5/06/2022	ANNUAL

5. After any outstanding issues have been resolved, navigate to the employee's timesheet and note how many hours they currently have approved as of the separation date.

+	×	Fri 5/27		
+	×	Sat 5/28		
+	×	Sun 5/29		
+	×	Mon 5/30		2022
+	×	Tue 5/31		
+	×	Wed 6/01		
+	×	Thu 6/02		
+	×	Fri 6/03		
+	×	Sat 6/04		
+	×	Sun 6/05		
+	×	Mon 6/06		
+	×	Tue 6/07		
+	×	Wed 6/08		

Totals | Accruals | Audits | Historical Corrections

Accrual Code	Accrual Available Balance	Accrual Units
ANL	100.0	Hour
ANLCARRY	0.0	Hour
PND	80.0	Hour
PSR	0.0	Hour
SICK	176.0	Hour

Note, accruals in the final month may need to be manually calculated, if the employment separation date is not the last day of the month. These hours will need to be added to the available hours on the separation date. (The TRS is not able to prorate in the final month of employment so the balance needs to be manually calculated.)

Annual Time Proration for Separated Employees (Staff)	
Separation Date	Annual Time Days (Hours) Accrued for Month
1st – 7th	0
8th – 14th	0.5 (4 hours)*
15th – 21st	1 (8 hours)*
22nd or after	Normal Accrual Rate*

Sick Time Proration for Separated Employees (Staff)	
Separation Date	Sick Time Days (Hours) Accrued for Month
1st – 7th	0
8th – 14th	0.25 (2 hours)*
15th – 21st	0.5 (4 hours)*
22nd or after	Normal Accrual Rate*