

TIME OFF & LEAVE



PROCESSING 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.

Double click the request to review the details.

Modified By (Username)	Subject	Submit Date	Status	Submitted By
gw1104	Annual	9/30/2020 16:10	Cancel Submitted	Lincoln, Abraham
gw1101	Sick	9/30/2020 16:18	Approved	Lincoln, Abraham
gw1104	Sick	10/08/2020 10:13	Retracted	Lincoln, Abraham
gw1104	Annual	10/09/2020 12:49	Submitted	Lincoln, Abraham

For annual time requests, change the date in the Accruals On field to the end of the fiscal year (June 30) to ensure annual time is available. Select cancel to exit.

Submitted: 10/09/2020 - 12:52
Modified by: gw1104
Employee: Lincoln, Abraham

Requested

Start date	End date	Time Unit	Start time	Daily Amount
10/19/2020	10/28/2020	Hours	9:00	8.0

Accruals on: 6/30/2021

Accrual	Balance
ANL	40.0 Hour
ANLCARRY	0.0 Hour
PND	0.0 Hour

Once reviewed, right click on the line to be processed and select the applicable option.

Modified By (Username)	Subject	Submit Date	Status	Submitted By
gw1104	Annual	10/09/2020 12:52	Submitted	Lincoln, Abrahe

- Approve
- Refuse
- Pending
- Retract
- Details
- Edit
- Add Request

Overdraft Warnings

Approve Time-Off Request

Warning(s) for this edit: ANL balance on 4/15/2021 is -6.0 (overdrawn by 6.0). ANL balance on 4/16/2021 is -14.0 (overdrawn by 14.0). ANL balance on 4/19/2021 is -22.0 (overdrawn by 22.0). ANL balance on 4/20/2021 is -30.0 (overdrawn by 30.0). ANL balance on 4/21/2021 is -38.0 (overdrawn by 38.0). ANL balance on 4/30/2021 is -28.0 (overdrawn by 28.0). ANL balance on 5/31/2021 is -18.0 (overdrawn by 18.0). ANL balance on 6/30/2021 is -8.0 (overdrawn by 8.0).

Refuse annual time requests that have negative balances on June 30.

Time Unit	Start time	Daily Amount
Hours	9:00	8.0
Hours	9:00	8.0
Hours	9:00	8.0

Accrual	Balance
ANL	96.0 Hour
ANLCARRY	0.0 Hour

Important Information to Note:

- Annual time can be requested in advance of accrual, up to the hours accrued during the fiscal year.
- If an employee requests more annual time than currently accrued, an overdraft warning will appear. As long as the balance is not negative on 6/30, you can override this warning.
- The TRS does not stop you from approving more annual time than is earned in a fiscal year.
 - **DO NOT approve if there is a negative annual time balance on 6/30.**
 - Refuse the request and ask the employee to submit a corrected time off request.
 - If more annual or sick time is taken than accrued in a fiscal year, the employee will be responsible to pay the university back for the overpaid time.
- Clear browser cache if you are having issues finding your employees' time off requests.
- Managers and timekeepers should not process their own timecards or time off requests.