



## SUBMITTING TIME OFF REQUESTS (FOR EMPLOYEES)

The time reporting system (TRS) is used by most GW employees\* to request and track time off, including annual time, sick time, bereavement time, jury and witness duty time as well as unpaid time.

\*GW Police Department employees covered by a CBA, Medical Residents and Postdoc Associates and Scholars, please contact your department for instructions on using your departmental time off tracking systems.

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

- If 'My Calendar' is not open, select it from the blue side bar on the right side of the screen. Click Request Time Off.
- Select the time off type from the drop down.
  - ✓ **TIP:** Change to June 30 to see projected fiscal year annual balance.
- Enter start date, end date, start time and daily amount of hours and click Submit.

The screenshot shows the TRS interface. On the left is the 'My Calendar' section with a date range of July 4 - 10, 2021 and a 'Request Time Off' button. On the right is the 'Request Time Off' form. The form has a 'Type' dropdown set to 'Annual'. Below it is a table with columns: Start date, End date, Time Unit, Start time, and Daily Amount. The first row of the table has values: 7/08/2021, 7/09/2021, Hours, 9:00, and 8.0. Below the table is an 'Accruals on:' field set to 6/30/2022.

Your manager will receive a notification from the TRS that you submitted a time off request. After your manager takes an action on the request, you will be notified via email by the TRS.

### MULTIPLE TIME OFF PERIODS

**Please note:** You cannot edit or cancel part of a submitted time off request. If you enter multiple time off periods in the same time off request and then later need to cancel part of them, you will have to cancel the entire time off request which will cancel all dates and hours within the request.

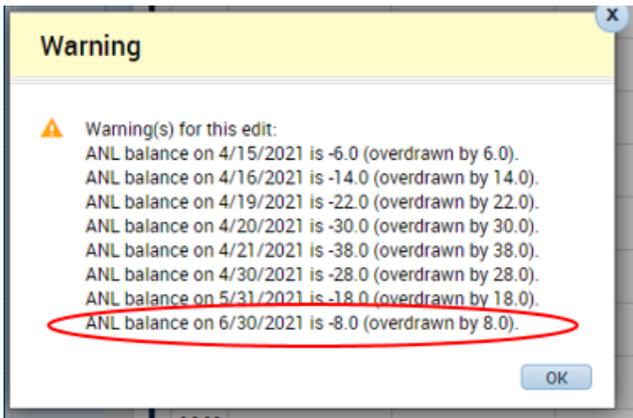
The screenshot shows the 'Request Time Off' form with the 'Type' dropdown set to 'Annual'. The table below has columns: Start date, End date, Time Unit, Start time, and Daily Amount. There are three rows of data:

	Start date	End date	Time Unit	Start time	Daily Amount
+ X	7/08/2021	7/09/2021	Hours	9:00	8.0
+ X	7/19/2021	7/20/2021	Hours	9:00	8.0
+ X	9/20/2021	9/24/2021	Hours	9:00	8.0

Arrows point to the 'Start date' and 'End date' columns in the first three rows.

### NEGATIVE ANNUAL TIME WARNING

When submitting an annual time off request, you will receive a pop-up message if the hours requested exceeds the balance you've accrued to date. The TRS will still allow you to still submit the request. If you see a negative number as of June 30 (the end of the fiscal year), cancel the request and resubmit an annual time request for only the hours you will have accrued by June 30.



## TRS TIPS

### Time Off Tracking

- ✓ The TRS tracks time off in hours and minutes rather than days or weeks.
  - For partial hours use: 45 min = 0.75 hours | 30 min = 0.5 hours | 15 min = 0.25 hours
- ✓ Within a time off request, the "Daily Amount" defaults to 8 hours. Adjust for partial days.
- ✓ The TRS uses a 24 hour (military time) format. (1:00pm = 1300)
- ✓ University holidays and weekends (unless scheduled to work holidays or weekends) should not be included in time off requests.
  - Use the plus sign icon to create two lines for requests that cross weekends or holidays.
- ✓ Managers can view their entire department:
  - Select the Accrual Reporting Period genie
  - Highlight the applicable rows for each employee
  - Select the orange "go to" button on the blue side bar and select Schedule Planner
  - Change the time frame with the calendar icon to see different dates
- ✓ Non-exempt employees: If you work a partial day and take time off for your remaining hours, clock-in and clock-out for the time you worked.
- ✓ Managers or timekeepers should not approve their own time off requests.

### Annual Time

- ✓ May be used in advance of accrual. An employee's full annual time balance for the fiscal year is available to use on July 1 (the start of each fiscal year).
- ✓ Eligible accrued but unused carryover will automatically roll over into the next fiscal year
  - Up to 40 hours for full-time staff
  - Up to 20 hours for part-time staff
- ✓ Carryover balances must be used by August 31 of the new fiscal year, or the time will be forfeited. The TRS will deduct from the carryover balance first before the regular annual time balance.

### Sick Time

- ✓ Sick time does not need to be used during the fiscal year in which it is accrued.
- ✓ Sick time may not be used prior to its accrual.

### Unpaid Time

- ✓ Unpaid time must also be entered into the TRS to ensure accruals are pro-rated accurately.
- ✓ For monthly employees taking unpaid time, enter the unpaid time into the TRS and notify Payroll of the unpaid time to ensure the employee is not overpaid.