



## TRS 101

### What is the Time Reporting System (TRS)?

The TRS is used by non-exempt GW employees to track their working hours. The TRS is also used by all GW employees\* to request and manage time off.

*\*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.*

What is your TRS Role? (You may have more than one.)			
Employee - Non Exempt	Employee - Exempt	Manager	Timekeeper
Request and manage time off for self	Request and manage time off for self	Request and manage time off for self	Request and manage time off for self and department
Clock in and out		Manage time off requests for direct reports	Completed TRS training
			Edit, review and approve time cards

### TRS Glossary

**Alert** - located across the top of the workspace. Alerts can consist of timecard exceptions such as missed punches or requests for time off as well as the number of each type of alert.

**Genie** - a customized Workspace to present views containing necessary data to perform specific timekeeping tasks.

**Manage my Department Workspace** - the default dashboard for managers used for managing the timekeeping process for a department.

**My Information Workspace** - the default dashboard for Employees and is used to view your timecard, your accrual information and to Request Time Off.

**Primary Widget** - the widget occupying the largest Workspace panel, also known as the Workspace or Navigator view.

**Related Items Pane** - list of additional widgets that are available but not immediately active in the Workspace. Widgets can be selected from the Related Items pane by clicking on and dragging the widget to the Primary or Secondary Workspace. The related items panel can be opened or closed by using the arrow in the upper right hand corner of the pane.

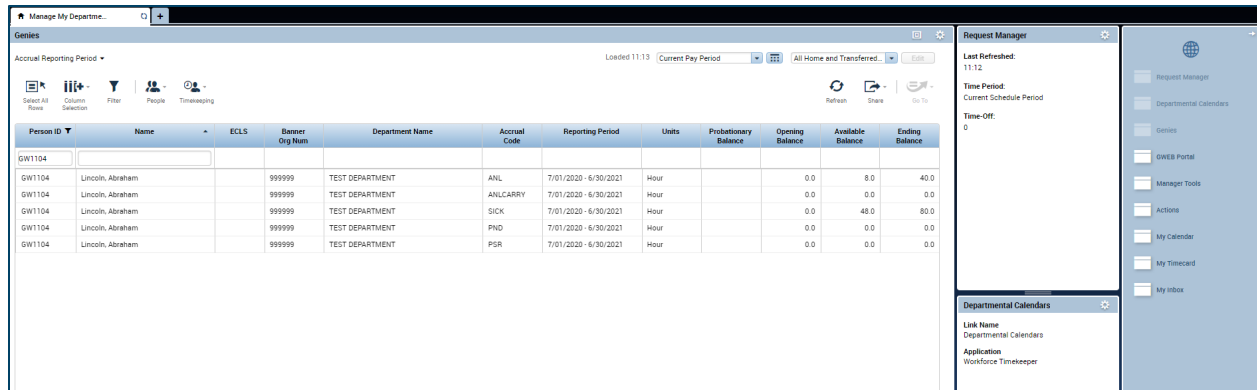
**Secondary Widget(s)** - The widget or widgets located in the column between your Primary

## Workspace and Related Items pane.

Note: The maximum number of Secondary widgets that can be displayed is two. The smaller Secondary widgets display only partial information. To display full information they can be opened either by dragging the widget's blue title bar to the Primary Workspace location and releasing or by clicking the Gear icon in the upper right corner and choosing Pop Out. Conversely Secondary widgets can be closed by dragging the widget by its blue title bar and releasing it in the Related Items panel or by clicking the Gear icon and selecting Close.

**Widget** - Widgets are windows or views into the TRS system to specific locations or genies within the application. This could be a timecard, schedule or even a genie.

**Workspace** - General layout set up to accommodate specific timekeeping tasks. Navigation can contain more than one workspace and each workspace contains one or more widgets.



The screenshot displays the 'Genies' interface. At the top, there's a header with 'Manage My Departme...' and a search bar. Below the header, there are navigation icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', and 'Timekeeping'. A table with columns for 'Person ID', 'Name', 'ECLS', 'Banner Org Num', 'Department Name', 'Accrual Code', 'Reporting Period', 'Units', 'Probationary Balance', 'Opening Balance', 'Available Balance', and 'Ending Balance' is shown. The table contains five rows of data for employee 'GW1104'. To the right of the table, there are two side panels: 'Request Manager' and 'Departmental Calendars'. The 'Request Manager' panel shows 'Last Refreshed: 11:12', 'Time Period: Current Schedule Period', and 'Time Off: 0'. The 'Departmental Calendars' panel shows 'Link Name: Departmental Calendars', 'Application: Workforce Timekeeper', and 'my inbox'.

Person ID	Name	ECLS	Banner Org Num	Department Name	Accrual Code	Reporting Period	Units	Probationary Balance	Opening Balance	Available Balance	Ending Balance
GW1104	Lincoln, Abraham		999999	TEST DEPARTMENT	ANL	7/01/2020 - 6/30/2021	Hour		0.0	8.0	40.0
GW1104	Lincoln, Abraham		999999	TEST DEPARTMENT	ANLCARRY	7/01/2020 - 6/30/2021	Hour		0.0	0.0	0.0
GW1104	Lincoln, Abraham		999999	TEST DEPARTMENT	SICK	7/01/2020 - 6/30/2021	Hour		0.0	48.0	80.0
GW1104	Lincoln, Abraham		999999	TEST DEPARTMENT	PND	7/01/2020 - 6/30/2021	Hour		0.0	0.0	0.0
GW1104	Lincoln, Abraham		999999	TEST DEPARTMENT	PSR	7/01/2020 - 6/30/2021	Hour		0.0	0.0	0.0

## Resources and Assistance

The GW Benefits website at [hr.gwu.edu/paid-time](http://hr.gwu.edu/paid-time) has helpful tools and resources for employees, managers and timekeepers which include how to request/approve time off, view time off balances and more in the TRS.

For questions regarding time off programs, please contact Benefits at [timeoff@gwu.edu](mailto:timeoff@gwu.edu) or (571) 553-8382.