



TIME REPORTING SYSTEM (TRS) DELEGATION AND EMAIL FORWARDING

Managers and timekeepers have the ability to delegate authority when they are unavailable to manage time off for their employees. When delegation is accepted, the delegate has the ability to see and edit the tasks of the manager (e.g., approve annual time). Be sure to have your delegate login periodically to ensure timely review and response to submitted requests.

TRS DELEGATION FAQs

Who can I delegate to?

Managers can delegate to other managers or timekeepers. Timekeepers can delegate to other timekeepers.

Can I delegate to more than one person at a time?

Yes, you can delegate to multiple delegates to ensure coverage within a department.

Can an individual be the delegate for more than one person?

Yes, however, it is important to note that it is not possible to “piggyback” delegations. For example, one manager delegates to a second manager, then the second manager needs to delegate to a third. The third delegate will not be able to see the first manager’s employees.

How will my delegate view the time off requests for my direct reports?

After accepting the delegation request, your delegate can click the upside-down triangle next to their name in the upper right-hand corner of their home screen and switch roles to become the delegator. From here, your delegate can review all time-off requests submitted by your direct reports.

Will my delegate receive email notifications for time-off requests that require their attention?

No, email notifications regarding requests will continue to be sent to you as the manager (even if you delegate your authority). These notifications are only sent to whom the employee reports. Please see below for instructions on email forwarding in Gmail.

EMAIL FORWARDING AND CREATING A FILTER

Even if you delegate your authority in the TRS, email notifications will continue to be sent to you, as the manager.

For managers that need to delegate long-term, Gmail offers email forwarding capability. The following instructions will show you how to create an email filter in Gmail so that all emails from the TRS are forwarded to your delegate.

Please note:

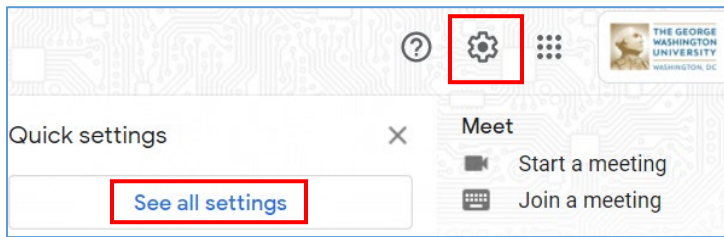
- By initiating these actions, you will no longer receive TRS email notifications for yourself or for your direct reports.
- Old emails that you have already received will not be forwarded.

Steps to forward email in Gmail:

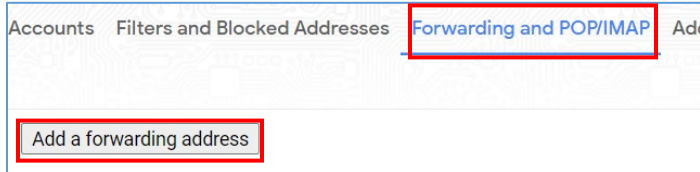
1. Click on the cog icon and select ‘See all settings’.

Important:

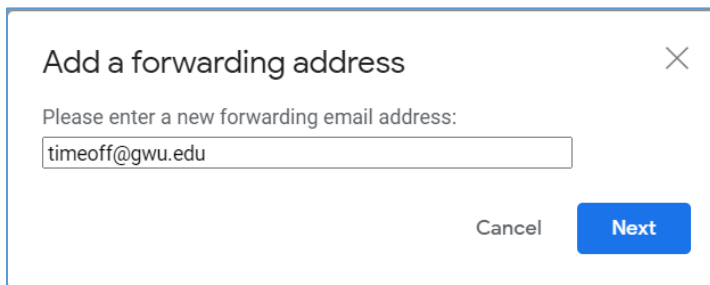
Please ensure your delegate is aware you are forwarding emails to them. They should receive a verification link.



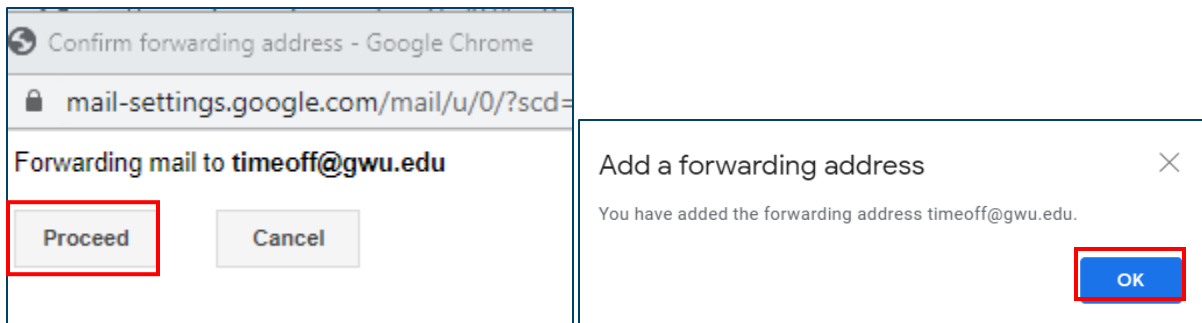
2. Click Forwarding and POP/IMAP and then 'Add a forwarding address.'



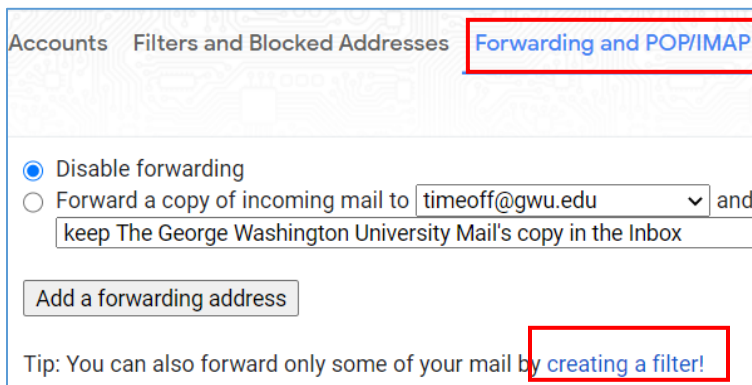
3. Enter the delegate's email and click Next.



4. In the pop-up box, if the email is correct, select 'Proceed' and then OK.



5. Once the delegate's email is verified, navigate back to the Forwarding and POP/IMAP menu and click 'creating a filter'.



6. In the 'From' box, enter gwtime@gwu.edu and click create filter.

From

To

Subject

Has the words

Doesn't have

Size MB

Has attachment Don't include chats

7. Select 'Skip the Inbox' then select 'Forward it to', select applicable email address and select Create filter.

← When a message is an exact match for your search criteria:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: Choose label... ▾

Forward it to: timeoff@gwu.edu ▾ [Add forwarding address](#)

Delete it

Never send it to Spam

Send template: Choose template... ▾

Always mark it as important

Never mark it as important

Categorize as: Choose category... ▾

Also apply filter to 0 matching messages.

Note: old mail will not be forwarded

Note: the TRS has three notification emails; therefore, you will need to take these 7 steps two more times for gwtime2@gwu.edu and gwtime3@gwu.edu.

To verify filters, navigate to Filters and Blocked Addresses under Settings. You can edit and delete filters from here too.

General Labels Inbox Accounts **Filters and Blocked Addresses** Forwarding and POP/IMAP Add-ons Chat and Meet Advanced

Offline Themes

The following filters are applied to all incoming mail:

<input type="checkbox"/>	Matches: from:(gwtime@gwu.edu) to:(timeoff@gwu.edu) Do this: Skip Inbox, Forward to timeoff@gwu.edu	edit delete
<input type="checkbox"/>	Matches: from:(gwtime2@gwu.edu) to:(timeoff@gwu.edu) Do this: Skip Inbox, Forward to timeoff@gwu.edu	edit delete
<input type="checkbox"/>	Matches: from:(gwtime3@gwu.edu) to:(timeoff@gwu.edu) Do this: Skip Inbox, Forward to timeoff@gwu.edu	edit delete

For questions regarding delegation, please contact [GW Benefits](#).

For questions regarding creating filters in Gmail, please contact [GW IT](#).