



USING SCHEDULE PLANNER TO VIEW DEPARTMENTAL TIME OFF REQUESTS

You can view your entire department's time off requests in the Time Off Reporting System (TRS). To access the TRS, go to <https://go.gwu.edu/trs>.

1. From the Manage My Department screen, click on Select All Rows.
2. Click the orange Go To button and select Schedule Planner from the drop down menu. Ensure All Home and Transferred Employees HyperFind is selected.

Approvals Summary ▾ Loaded 12:51 Current Pay Period ▾ All Home and Transferred... ▾ Edit

Select All Rows Column Selection Filter People Timekeeping

ID	Name	Manager Approval	Employee Approval	Signed Off	General Exception	Unexcused Absence
GW1103	Cleavland, Grover					
GW1107	Eleanor, Roosevelt					
77777777	EMAIL NOTIFICATION USER					
G99990009	ESOC, ESOC					
GW1104	Lincoln, Abraham					
GW1108	Roosevelt, Franklin					

11 Selected
Current Pay Period
Go to widget
Meal Break Change
Schedule Planner
People Editor
Reports
Request Manager
Timecards

3. Select the Date Range you wish to view.

You can toggle between Tabular and Gantt View.

Schedule Planner

Quick Actions View Column Selection Visibility Filter Select Tabular View Sorting Tools Engines

4/01/2021 - 4/30/2021

By Employee	3/28 - 4/03	4/04 - 4/10	4/11 - 4/17	4/18 - 4/24		
Name	Thu 4/01	Fri 4/02	Sat 4/03	Sun 4/04	Mon 4/05	Tue 4/06
Cleavland, Grover						
Eleanor, Roosevelt						
EMAIL NOTIFICATION ...						
ESOC, ESOC						
Lincoln, Abraham	ANNUAL [8.0]					
Roosevelt, Franklin						
Truman, Bess	9:00-13	9:00-13			9:00-13	9:00-13
Truman, Harry						
TTE Operator, TTE Oper...						
Washington, George						
Washington, Martha						