

Employee Responsibilities

- Ⓞ [TRS Policy](#) on payroll website at payroll@gwu.edu
- Ⓞ For non-exempt employees only, reporting arrivals, departures, and authorized breaks by using the TRS on a phone or computer designated by the employee's supervisor each workday.
- Ⓞ For non-exempt employees only, viewing timecard regularly and reporting discrepancies to employee's supervisor no later than the "Due Date" noted on the [bi-weekly payroll Calendar](#).
- Ⓞ Providing the employee's supervisor with a written request for all paid and unpaid leave.
- Ⓞ Adhering to university policy and departmental rules relating to time and attendance.
- Ⓞ Reporting promptly any discrepancies between time worked and pay to the supervisor or Payroll Service.

Clocking In for Primary Position

- Ⓞ **Telephone Clock in Number (Can Use Any Phone)**
- Ⓞ **(202) 994-2274**
- Ⓞ **To Clock In (Job 1-Primary Job)**
 - Ⓞ Enter your employee number (without the G) followed by the '#' key
 - Ⓞ Enter clock code '1'
 - Ⓞ Voice prompt will provide the time
 - Ⓞ Enter 0 to end call
- Ⓞ **To Clock Out (All Jobs)**
 - Ⓞ Enter your employee number (without the G) followed by the '#' key
 - Ⓞ Enter clock code '1'
 - Ⓞ Voice prompt will provide the time
 - Ⓞ Enter 0 to end call

Clocking In for Secondary Position

- Ⓞ **Telephone Clock in Number (Can Use Any Phone)**
- Ⓞ **(202) 994-2274**
- Ⓞ **To Clock Into Secondary Jobs**
 - Ⓞ Enter your employee number (without the G) followed by the # key. Enter clock code '2'. **(only when clocking in)**
 - Ⓞ Enter your 6 digit Banner Org. followed by the '#' key.
 - Ⓞ Enter your 8 digit position number followed by the '#' key.
 - Ⓞ The voice prompt will provide the time.
 - Ⓞ Enter 0 to end the call.
- Ⓞ When entering a secondary position that starts with a letter 'A' or 'B'
 - Ⓞ Change the letter to a number '7'.
 - Ⓞ Example: If the position is A12345 enter in 712345 at the phone.
- Ⓞ When clocking out enter clock code '1'

PC Clocking Instructions

- Ⓞ Check with our department to confirm if your PC clocking
- Ⓞ Full instructions can be found at payroll.gwu.edu.

Time Stamping and Viewing Timecard using HTML Link

1. Log in using <http://go.gwu.edu/kronos>.
2. Username is your GW Netid (the part of the e-mail address that precedes @gwu.edu) and the corresponding password.
3. When logging in you will be brought to the page to timestamp in.
4. When you're done select Home.



5. This will bring you to a screen that gives you options to go to your Time Stamp, My Timecard, or Inbox.
6. Select My Timecard to View your timecard.

Meal Break Settings

- Ⓞ Non-Exempt employees have a default of a 1 hour meal break.
- Ⓞ Talk to your manager if you would like that modified.
- Ⓞ Your meal break will be deducted after 5 ½ hours of work.
- Ⓞ You can cancel your automatic meal break at the phone. You should get your managers approval.
- Ⓞ You can choose to have your automatic meal break removed and clock in and out for your meal break.
- Ⓞ If your position changes your meal break will go back to the default 1 hour setting.

time management

Rounding Rules Start & End Shift Punches



- Ⓞ System rounds start and end of shift punches to the nearest quarter hour
- Ⓞ The split occurs in the middle of each quarter hour
- Ⓞ The system records and posts the exact punch to the timecard but uses the rounded punch for calculating paid hours

time management

Rounding Rules Start & End Shift Punches



- Ⓞ **Clocking In/Out for Shift:**
 - Ⓞ 7:54 pays as 8:00 punch (rounds forward)
 - Ⓞ 8:07 pays as 8:00 punch (rounds back)
 - Ⓞ 8:08 pays as an 8:15 punch (rounds forward)
- Ⓞ **Combined example:**
 - Ⓞ 8:53 to 9:07 pays to 9:00
 - Ⓞ 9:08 to 9:22 pays to 9:15
 - Ⓞ 9:23 to 9:37 pays to 9:30
 - Ⓞ 9:38 to 9:52 pays to 9:45

How to Find Job Information



- Ⓞ How to find employee Job Information
 1. Log into GWEB
 2. Go to employee Information
 3. Select **Current and Past Jobs**
 4. The list of Jobs will appear on the screen with your **Position** and **Organization Code**
 5. It also says under **Job Type** if it is "Primary" or "Secondary"

Position	Suff	Job Type	Orgn Code	Title	Begin Date	End Date
000545	00	Primary	633001	Un. Sys Admin - Trs Fl	07/07/08	

RELEASE: 8.30

Viewing your Timecard & Missed punches

- Ⓞ Employees have view only access to their timecard
- Ⓞ **Instructions are located at:**
 - Ⓞ https://payroll.gwu.edu/sites/payroll.gwu.edu/files/downloads/Viewing_Timecard_HTML_7.0.pdf
- Ⓞ If you have a missed punch please email your manager/timekeeper A.S.A.P with your missed punch time.
- Ⓞ If you see your time flipped backwards (commonly due to a missed punch) or other discrepancies in your time card please email your timekeeper A.S.A.P.
- Ⓞ You will receive a missed punch email everyday until your timekeeper resolves the issue.