Kronos access for timekeepers:
https://payroll.gwu.edu/timekeeper-training

On demand training is provided to new timekeepers and managers/supervisors through Talent@GW. All timekeepers and managers/supervisors who are responsible for transmitting time must submit a Time Reporting TRS Access form and take the on-demand "TRS New User Training” class, which covers basic timekeeping processes and employee clocking procedures and the TRS quiz before access to TRS is granted. Timekeepers are responsible for familiarizing their department's employees on clocking procedures.

TRS Timekeeping Access:

Note: You need to be logged into MyGW to gain access to the Talent@GW links below.

1) Complete Time Reporting TRS Access Form

2) Take the TRS New User Training at your convenience

3) Once the Quiz has been successfully completed and passed email the TRS administrator at timerep@gwu.edu stating you have completed your TRS Access Form and Quiz. You will normally receive access within 2 days.

Additional Guidance and Training

• TRS Instructions

Support

If you have questions, please contact the TRS administrator at timerep@gwu.edu.

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Info for non-exempt employees required to clock in is available at:

https://payroll.gwu.edu/instructions-time-entry-and-reviewing-your-timecard

https://timekeeper8.gwu.edu/wfc/htmlnavigator/logon