

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.

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>

