MANAGER CHECKLIST

Please take the following actions in preparation for the July 1 launch of the centralized time off system:

☐ Familiarize yourself with the summary of time off program enhancements shared on the April 1st as well as the new Time Off and Leave Guide. These resources and others can be found on our project page. Your familiarity with the project will help you provide direction to your team. You can also send questions to timeoff@gwu.edu

☐ Consider whether designated backup approvers will be necessary for your organization. If needed, identify the appropriate individual(s) for that role. The time off system is programmed using the employee/manager hierarchy. In other words, employees’ time off requests are routed to their manager for approval. No action is needed on this task until the system is live on July 1.

If you manage benefits-eligible staff, there are two primary action items that managers need to take in June and July:

1) **Upload VP-Approved Annual Time Carryover and Sick Time Balances via SharePoint**

☐ Determine whether any of your direct reports have a written agreement that provides a time off accrual rate that differs from university policy. Provide the agreement to Benefits at timeoff@gwu.edu to determine any impact to the employee’s new Kronos record.

☐ Review your direct reports’ current sick and annual time records.

☐ Prepare to submit the following balances in early June for your direct reports. You will receive a separate email in May with more detailed instructions, including how to submit updates after go live for changes to June sick and vacation time actually taken. The balances that you submit will be loaded into Kronos and visible to employees on July 1.

   o **Annual time**: VP-approved carryover (up to 5 days or 40 hours) as of June 30, 2019. **Note:** Approval is required for FY19 carryover. Approval is not required beginning with FY20 carryover. Read more about carryover on the Benefits GWELL blog.

   o **Sick time**: expected balance as of June 30, 2019, taking into consideration all submitted and approved sick time to date. Be sure to include the month of June sick time accrual in your balance calculation.

   o **For employees hired on or after March 1st**: all accrued but unused annual time rolls over and should be included in the annual carryover balance submitted. For details related to the new hire rollover, please refer to the Time Off and Leave Guide.

   o **Please note**: If your direct reports submitted and received approval for annual time or sick time beginning July 1, 2019 or after, the request will need to be entered in Kronos once the system is live.
2) **Provide Historical Sick Time Usage via Box**

- Download or compile three years of historical sick time data for your direct reports for the fiscal years 2017, 2018 and 2019. All commonly used file types will be accepted. The document should include for each direct report:
  - The total number of sick time hours accrued each year
  - The total number of sick time hours used each year
  - The final balance of sick time hours on 6/30 for each fiscal year

- If your division/department has a time off administrator, please consult with the administrator to discuss whether they are going to submit historical records for your direct reports on your behalf. If so, please complete this [Google Form](#) so that we can reach out to them in early July to request historical sick time balances described in the above bullet.

**WE ARE HERE TO HELP!**

Benefits will share news and updates related to the time off project as well as the manager tasks noted above. Please bookmark our [project page](#) to stay up to date.

Thank you for your help during the implementation of the new centralized time off system. Please reach out to us with any questions at [timeoff@gwu.edu](mailto:timeoff@gwu.edu) or 571.553.8382.