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 in the April 1st InfoMail as well as the new Guide, when published. This will allow you to assist your team with questions and provide direction on where to go for more information.

- 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.

If you manage benefits-eligible staff, also complete the following actions:

- 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.
  
  - 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.
  
  - 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.

  The balances that you submit will be loaded into Kronos and visible to employees on July 1.

- Download or compile three years of historical sick time data for your direct reports for the fiscal years 2017, 2018 and 2019. **Note:** If your department has a time off administrator, please consult with the administrator to coordinate the submission of data. You will receive a separate email with detailed instructions in the coming months.

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 or 571.553.8382.