Centralized Time Off SharePoint Instructions

1. Before you begin:
   - Please use a desktop or laptop to access SharePoint.
   - Please use your GW email address to go in to the site.
   - Your direct reports are pre-populated in SharePoint. If a direct report is missing from your list, do not attempt to manually add them. Instead, please email us at timeoff@gwu.edu for assistance.

2. To begin, click on this link to access the Centralized Time Off Home page https://gwu0.sharepoint.com/sites/CentralizedTime/SitePages/Home.aspx

3. After clicking on the blue icon at the bottom of the page, the following window will appear. After reading the instructions, click on the word “edit” at the end of the page. (The red arrow is a visual aid for the purpose of these instructions and will not be visible on the site.)
4. For any employee that has VP Approved Carryover time, enter the **Annual Carryover in Hours** and select any value in **Annual Carryover in Minutes** drop down column. The maximum Annual Carryover time is 40 hours and 0 minutes.

5. For all employees, enter the employee’s **Sick Time in Hours** and select any value in the **Sick Time in Minutes** drop down column. The maximum **Sick Time in Hours** one can enter is 1,440 hrs. Amounts that exceed 1,440 whether in hours or minutes will result in an error message.

6. After you finish updating all employees, click **Stop**. **This is a necessary action; if you cancel out of this SharePoint site without clicking Stop, your information will not be received.**
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To Delegate the Submission of Balances in SharePoint

1. Scroll to the right until the **Delegate (Y/N) and Delegate To** columns appear.
2. Click your cursor in the **Delegate (Y/N)** field for your direct report. Click the drop down arrow to select **Yes** in the **Delegate (Y/N)** column.
3. In the “Delegate To” column, start typing the last name or email address of the person the task is being delegated to. As you begin typing the last name or email of the individual, a drop down menu will appear. Click the name of your delegate.
4. After you finish delegating all employees, click **Stop**. This is a necessary action; if you cancel out of this SharePoint site without clicking **Stop**, your information will not be received.
5. By selecting **Y** and entering a name in the “Delegate To” column, an email will be sent to the delegate. The delegate will use the information in that email to access the SharePoint site and enter data on your behalf.

**Note:** An email will only be sent the person you delegate to if there is both a “Y” in the “Delegate Y/N” column and a name in the “Delegate To” column. The email will come from noreply@sharepointonline.com. Please share this email address to ensure the delegate email is not marked as spam.