



total GW



## TIME REPORTING SYSTEM CHANGES ARE COMING MONDAY, AUGUST 18TH.

### THE SOFTWARE UPGRADE WILL PROVIDE NEW FEATURES FOR TIMEKEEPERS SUCH AS:

- Fresh new layout, which maximizes workspace and is user friendly
- Genie export to Excel or CSV
- Advanced timecard audit trail
- Free form notes
- Group removal of approvals

### WHAT TO EXPECT ON MONDAY, AUGUST 18TH:

#### When Clocking In And Out By Telephone ...

- Use the eight digits following the 'G' of your GWid number instead of using your social security number. This change is part of the University's continuing effort to protect your personal information.
- To retrieve your GWid, visit <http://gwid.gwu.edu> and follow the prompts, or contact your supervisor.

#### When Clocking In And Out By Computer...

- Use the new URL, <http://timekeeper.gwu.edu>, please remember to change your favorites and bookmark this web address.
- Continue to use your User Name and Password.
- All managed desktops will receive the new required JAVA plug-in automatically. All other users can download the instructions for installing the required plug-in by visiting <http://helpdesk.gwu.edu/kronos/>.
- All employees who clock in/out using a computer should be informed of these changes prior to August 18.

### TRAINING INFORMATION:

Training for the upgrade is not required; however, a short online tutorial will be available to highlight the navigational differences. Also, an instructor led refresher training session will be available for current users who wish to attend. New users will still be required to attend the basic time reporting system training sessions. The online tutorial, the refresher course and basic training schedules can be found on GLearn at <http://my.gwu.edu/mod/schedule/>. It is recommended that all timekeepers attend either the on-line or instructor led sessions.

The Time Reporting System will be off line starting **Friday, August 15 at 6pm** and will remain down until **midnight Sunday, August 17**. We would like to thank you in advance for your support and cooperation.

If you have  
questions, contact  
the Time  
Reporting System  
Administrator,  
Zendra Barr at  
703-726-4407 or  
zbarr@gwu.edu,  
or the ISS Help  
Desk at  
202-994-5530.