



Kronos Application Restored

Update on Kronos Time Reporting System

We are pleased to announce that Kronos, the university's Time Reporting System, has been restored and is now available at go.gwu.edu/trs.

As previously communicated, no sensitive data has been compromised in this incident as Social Security numbers, dates of birth or financial information are not stored in Kronos. We sincerely apologize for the inconvenience the Kronos outage has caused and the additional work that may have been created for you and your departments. We appreciate your patience and partnership during this time.

To ensure hours worked and time off requests are accurate from Dec. 9 to today, we are asking employees, managers and timekeepers to log into Kronos and take the actions below. **Due to the outage, time punches, time off requests and approvals made between Thursday, Dec. 9, 2021, at 6:22 p.m. through Saturday, Dec. 11, 2021, at approximately 8:45 p.m. were not captured in Kronos.**

Employee actions to be completed by Wednesday, Feb. 2, 2022:

- Employees should review their timecards and report missing punches, missed time off or any other discrepancies to their timekeeper. Instructions for reviewing your timecard can be found on the [Payroll website](#).
- Employees should review their time off record and [submit any time off requests](#) for time off taken since the outage, including any missing time off requests lost between Dec. 9 - 11, by Feb. 2.

Supervisor actions to be completed by Thursday, Feb. 3, 2022:

- Supervisors should review and respond to employee time off requests by Feb. 3. Resources for time off requests can be found on the [Benefits website](#).
- Supervisors should record any time off used by terminated employees prior to their last day of work. If you need assistance, please contact timeoff@gwu.edu.

Timekeeper actions to be completed by Friday, Feb. 4, 2022:

- Timekeepers should review, correct missed punches, and approve BW26, BW1, BW2 and BW3 by Friday, Feb. 4, 2022.
- Time worked by non-exempt computer clockers will need to be entered into Kronos manually.

Payroll will begin the reconciliation process to confirm any over/under payroll due from or to employees for the previous four pay periods once the steps above have been completed. The reconciliation will include a review of actual hours worked, overtime and any shift differential pay.

Payroll will resume its normal processing for BW4, and timekeeper approval will be due by noon on Tuesday, Feb. 8, 2022.

Please contact Payroll for any timesheet questions at timerep@gwu.edu or 571-553-4277. For time off questions, please contact Benefits at timeoff@gwu.edu.

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