Important Updates for BW 2 and BW 3 Payroll Processing

This is a follow up to our December 16, 2021 email regarding plans for the BW 2 payroll, which represents hours worked during the December 26 – January 8 pay period.

Unfortunately the Kronos cloud outage continues and we have developed an alternative method of time reporting in order to pay based on actual hours. As noted earlier, all biweekly paid employees should continue to clock in and must also submit a manual timesheet. Please be sure to record meal breaks and round time to the nearest quarter hour (15 minutes). Timesheets must be signed by a supervisor who will then forward the approved timesheet to the department timekeeper. Timesheets are due to your supervisor after your final shift during the pay period but no later than Monday, January 10, 2022.

We anticipate this method will continue through BW 3, hours worked during the January 9 – January 22 pay period. BW 3 timesheets will be due to your supervisor no later than January 24, 2022.

We apologize for this inconvenience and recognize the importance of timely and accurate payroll for our employees. We appreciate your patience as we manage through this system outage and will inform the community as we receive updates from Kronos. Please visit status.gwu.edu for updates to technology system status.

For questions regarding the time reporting process or payment, please contact Payroll at timerep@gwu.edu or 571-553-4277.