

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 are user friendly
- Genie export to Excel or CSV
- Advanced Timecard audit Trail
- Free form notes
- Group removal process

What to expect on Monday, August 18th:

- All employees will now use the **eight digits following the “G” of your *GWid**** number when clocking in **by phone**
- When clocking in **by PC** there is a new URL: <http://timekeeper.gwu.edu>
- **New JAVA plug-in required for all PC users**

Training:

- **Time Reporting:** <http://www.gwu.edu/~payroll/time.html>

If you have any further questions you can contact the Time Reporting System Administrator, Zendra Barr at (703) 726-4407 or zbarr@gwu.edu.

* Visit <http://gwid.gwu.edu/> and follow the prompts to retrieve your *GWid*.