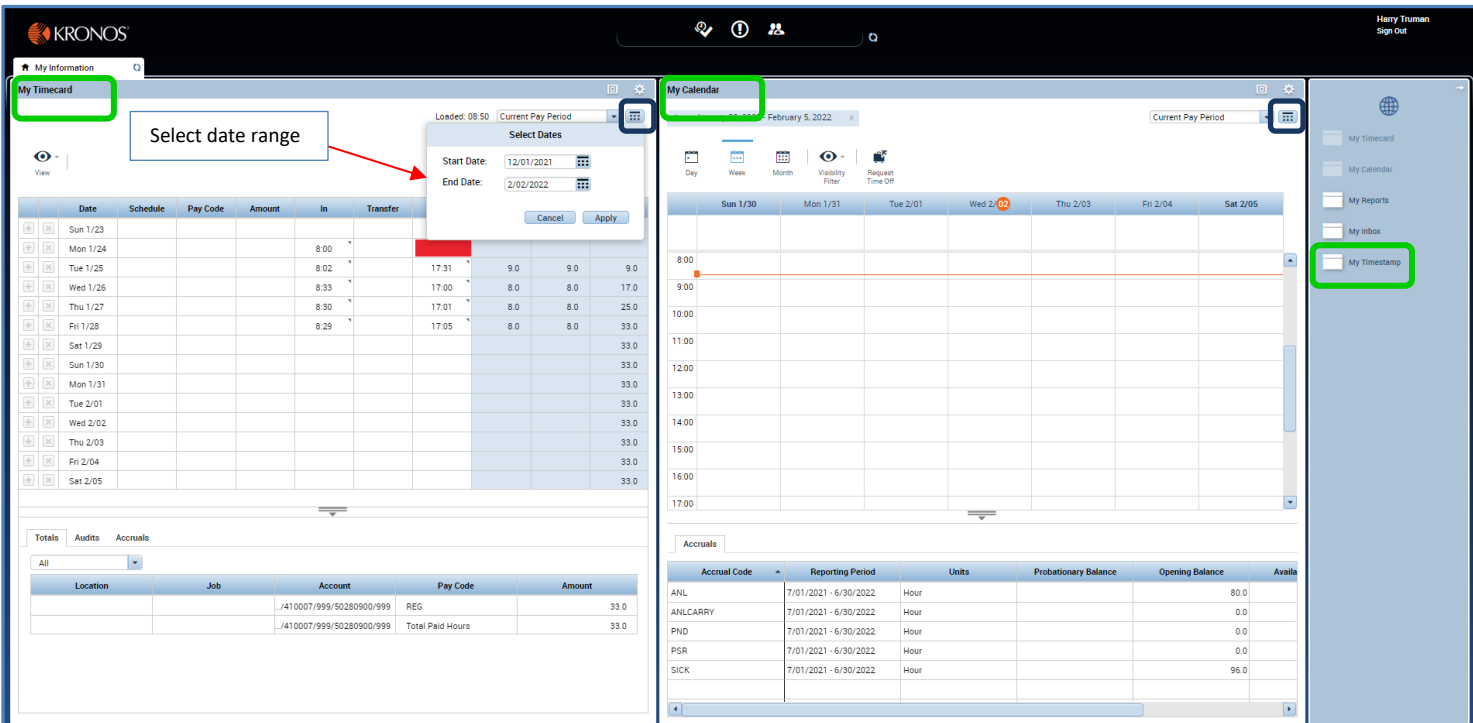


Timestamping Access & Viewing Timecard

1. Log in using <http://go.gwu.edu/TRS>
2. Log into TRS using Single Sign-On. If you are not already signed into the Single Sign-On, you will be prompted for your GW email address and password. Contact timerep@gwu.edu if you experience issues.
3. When logging in you will be brought to workspace:
 - a. The **timecard** will be the first column on the left side of your workspace
 - b. The **My Calendar** will be the second column on your workspace
 - c. Your TRS workspace will load with the current pay period
 - d. Select the Calendar icon to change the date range to view requests and time outside the current pay period.
 - e. The blue **Related Items** bar with your 'My inbox' and 'MyTimestamp' will be the third column on your workspace
4. To time stamp select **My Timestamp** from the blue **Related Items** bar



My Timecard

Select date range

Loaded: 08:50 Current Pay Period

Select Dates

Start Date: 12/01/2021

End Date: 2/02/2022

Date	Schedule	Pay Code	Amount	In	Transfer
Sun 1/23					
Mon 1/24				8.00	
Tue 1/25				8.02	17.31
Wed 1/26				8.33	17.00
Thu 1/27				8.30	17.01
Fri 1/28				8.29	17.05
Sat 1/29					
Sun 1/30					
Mon 1/31					
Tue 2/01					
Wed 2/02					
Thu 2/03					
Fri 2/04					
Sat 2/05					

Totals Audits Accruals

Location	Job	Account	Pay Code	Amount
		/410007/999/50280900/999	REG	33.0
		/410007/999/50280900/999	Total Paid Hours	33.0

My Calendar

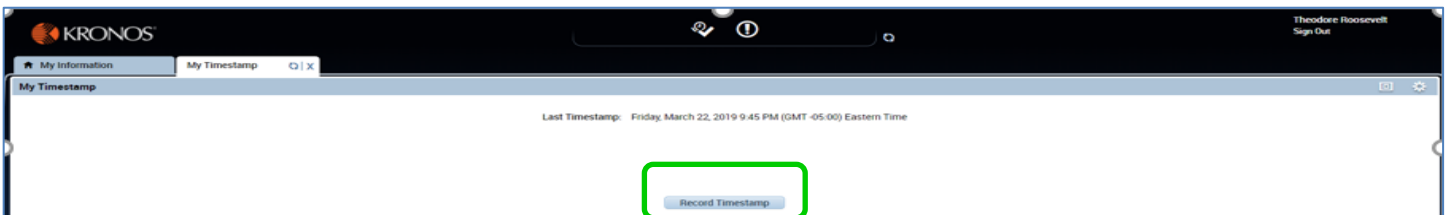
February 5, 2022

Current Pay Period

Accruals

Accrual Code	Reporting Period	Units	Probationary Balance	Opening Balance	Availa
ANL	7/01/2021 - 6/30/2022	Hour		80.0	
ANLCARRY	7/01/2021 - 6/30/2022	Hour		0.0	
PND	7/01/2021 - 6/30/2022	Hour		0.0	
PSR	7/01/2021 - 6/30/2022	Hour		0.0	
SICK	7/01/2021 - 6/30/2022	Hour		96.0	

5. Select Record Timestamp from the My Timestamp tab to clock in or out

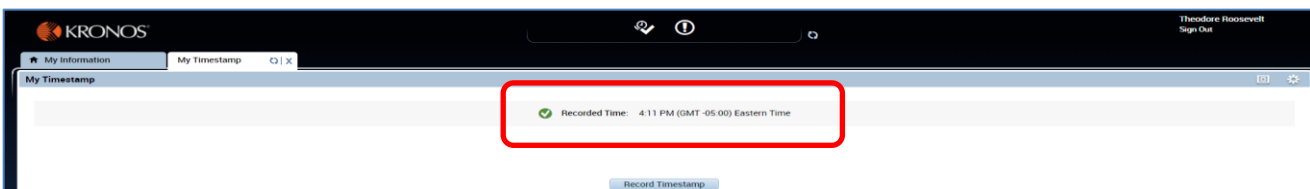


My Timestamp

Last Timestamp: Friday, March 22, 2019 9:45 PM (GMT -05:00) Eastern Time

Record Timestamp

6. Once you have clocked a message will appear that your time has been recorded
7. Click the X on the tab to close the **My Timestamp** Widget
8. Your time will now appear in the time card

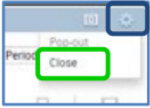


My Timestamp

Recorded Time: 4:11 PM (GMT -05:00) Eastern Time

Record Timestamp

9. To see your totals you may need to Select the **Refresh** button
10. Your punch will now appear on the time card
11. To view just the time card select the **gear icon** in the corner of the My Calendar Widget and select close
12. This will make the timecard screen larger
13. To open **My Calendar** select it from the blue related Items box. This will open up as an additional tab.



14. To view time card totals select the **double line** with arrow at the bottom of the timecard to open up the **Totals Summary** section.
15. You can **Sign Out** when your done

A screenshot of a time card interface. At the top, there are time slots: '9:00', '8:00', and '16:00'. Below these is a table with columns for 'Account', 'Pay Code', and 'Amount'. A double horizontal line with a downward-pointing arrow is located in the center of the table, and it is highlighted with a green rectangular box.