1. Log in using http://go.gwu.edu/TRS
2. Log into TRS using Single Sing-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. The blue **Related Items** bar with your ‘InBox’ and ‘MyTimestamp’ will be the third column on your workspace
4. To time stamp select **My Timestamp** from the blue **Related Items** bar
5. Select Record Timestamp from the My Timestamp tab to clock in or out
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
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 lue related Items box. This will open up as an additional tab.

![My Calendar Icon]

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

![Time Card Totals](image)