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 experiance issues.
3. This will bring you to a your workspace
4. The Time card will be the first column on the left side of your workspace
5. The My Calendar will be the second on your workspace
6. The Blue Related Items bar will be the third column on your workspace

7. To view just the time card select the gear icon in the corner of the My Calendar Widget and select close
8. This will make the timecard screen larger
9. To open My Calendar Select it from the blue related Items box. This will open up as an additional tab.

10. To view time card totals select the double line with arrow at the bottom of the Timecard to open up the Totals Summary section.