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 time card 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
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 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