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. 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. Your TRS workspace will load with the current pay period.
8. Select the **Calendar icon** to change the date range to view requests and time outside the current pay period.

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

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