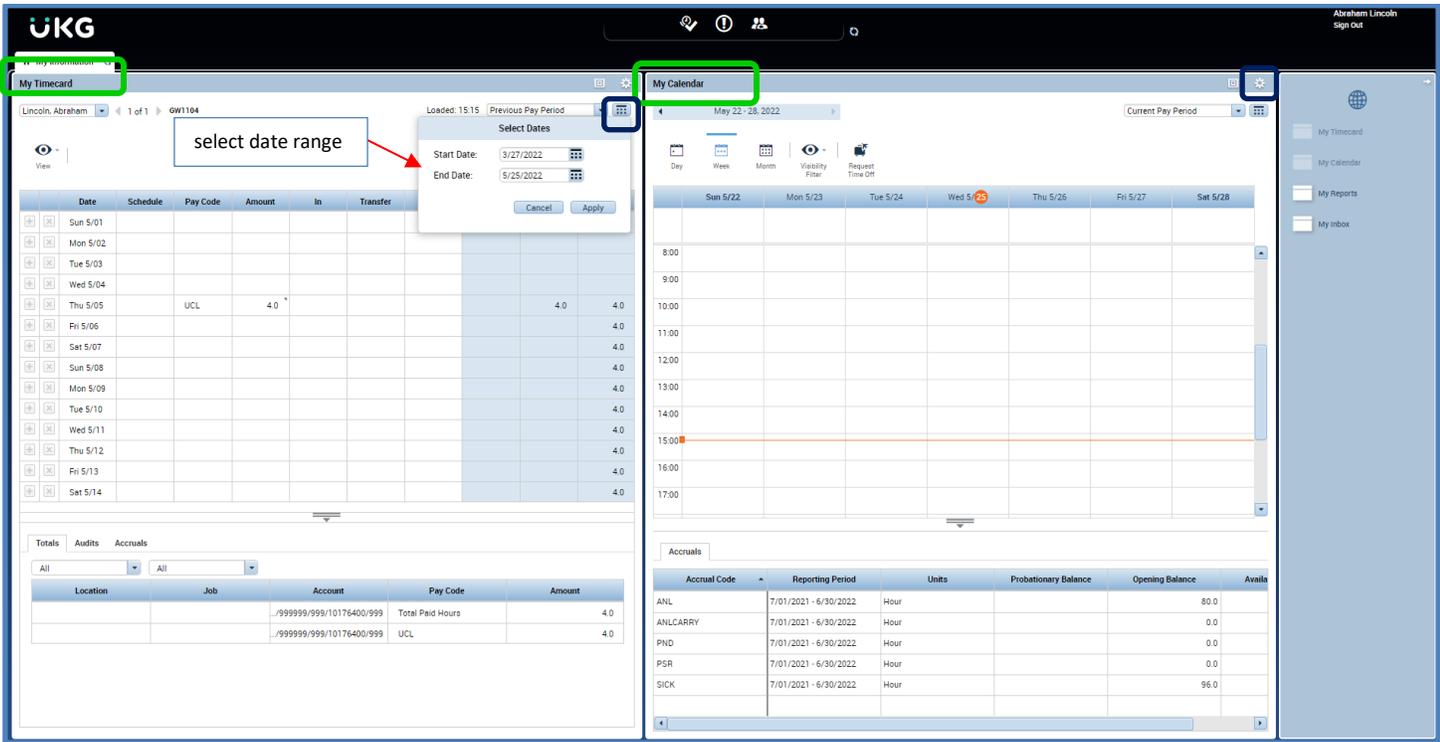


Viewing Timecard

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.

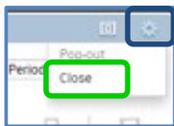


The screenshot shows the UKG TRS workspace. On the left is the 'My Timecard' widget, and on the right is the 'My Calendar' widget. A 'Select Dates' dialog box is open over the My Timecard widget, with a red arrow pointing to the 'select date range' text. The My Calendar widget is also visible on the right side of the workspace.

Date	Schedule	Pay Code	Amount	In	Transfer
Sun 5/01					
Mon 5/02					
Tue 5/03					
Wed 5/04					
Thu 5/05		UCL	4.0		4.0
Fri 5/06					4.0
Sat 5/07					4.0
Sun 5/08					4.0
Mon 5/09					4.0
Tue 5/10					4.0
Wed 5/11					4.0
Thu 5/12					4.0
Fri 5/13					4.0
Sat 5/14					4.0

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

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.



Account	Pay Code	Amount