Viewing Timecard

1. Log in using [http://go.gwu.edu/TRS](http://go.gwu.edu/TRS)
2. Username is your GW-mail account Net ID username and password.
3. This will bring you to 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.