Clocking In & Out on JobX/TimesheetX

1. **Enter under "FWS/RSWP Applicants & Employees" if FWS/RSWP or under "APS Recipients" if APS.**

   a.

2. **Select Enter Your Time Sheet**

   a.

3. **Select Report My Time Worked**

X ▾   TimesheetX ▾   Reporting ▾   Access & Audit ▾   Uploads ▾   Site Set up ▾   (

Welcome Student Test

▶ Report My Time Worked	>
II Report My Break	>
⊠ View / Edit / Submit Time Sheet	>
🎖 View My Awards	>
📅 View My Class Schedule	>
💼 Find a Job	>
⌚ My Hires	>
⌚ My Applications	>

    a.

4. **Select CLOCK IN**

obX ▾   TimesheetX ▾   Reporting ▾   Access & Audit ▾   Uploads ▾   Site Set up ▾   (

Home

Welcome Student Test

Report My Time Worked

Financial Aid & Scholarships - Financial Processing Assistant

Aug 9, 2021
Current System Time

0 2 : 2 0 PM

Eastern Standard Time

🌎 Clock In

    a.

    b. You will see a confirmation screen

X ▾   TimesheetX ▾   Reporting ▾   Access & Audit ▾   Uploads ▾   Site Set up ▾   (

me

Welcome Student Test

Report My Time Worked

Job: Financial Aid & Scholarships - Financial Processing Assistant
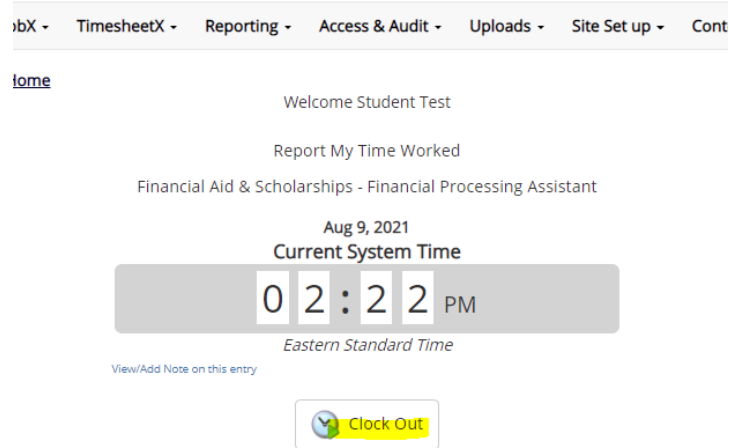
Transaction successfully completed!

Clock In Time for your
Financial Aid & Scholarships - Financial Processing Assistant job is
2:20 PM Eastern Standard Time

View/Add Entry Note

Log Out

        i.

5. **When it is time to clock out, repeat steps 1-3. Then, select CLOCK OUT.**

a.

If you receive unusual errors, please contact Sarah Shanks in the Office of Financial Aid & Scholarships at shankssa@etsu.edu.

If possible, include the URL from the error screen as well as a screenshot of the error.