



# Clocking In & Out on JobX/TimesheetX

1. Enter under “FWS/RSWP Applicants & Employees” if FWS/RSWP or under “APS Recipients” if APS.

Welcome, Sarah Sh


Employees - JobX - TimesheetX - Reporting - Access & Audit - Uploads - Site






**FWS/RSWP Applicants & Employees**

Search for a job or sign up for e-mail notification about positions



**APS Recipients**

Search for a service position or sign up for e-mail notifications about positions you're interested



**On-Campus Employer**

Post available job positions, review applications, and hire employees. Manage employee

a.

2. Select Enter Your Time Sheet

**APS Recipient**

Sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets!!

<p>Service Employment</p> <p>JobX, the job employment system</p> <p>ETSU</p>	<p><b>Training</b></p> <p><a href="#">APS Recipient Training Presentation</a> Click here to review a customized training PowerPoint on how to apply for service positions and enter time via our new and exciting JobX and TimesheetX employment solutions.</p> <p><a href="#">Additional Forms and Resources</a> Additional forms, policies, and information can be found here.</p>	<p><b>APS Recipient Tools</b></p> <p><a href="#">Dashboard</a> Click here to review jobs you've recently applied for and to update your JobMail Subscription.</p> <p><a href="#">Find a Service Position</a> Conduct either quick or advanced searches for available service positions. Submit an online service position application.</p> <p><a href="#">Manage JobMail</a> Be the first to know when jobs matching your criteria become available.</p> <p><a href="#">Payroll Guidelines &amp; Schedule</a> Learn about the payroll policies and procedures. Check your timesheet due dates and the dates your checks will be issued.;</p> <p><a href="#">Enter Your Time Sheet</a> Click here to access your online time sheet via TimesheetX.</p>
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a.

### 3. Select Report My Time Worked

Welcome, Sarah Shanks ([Disgu](#))

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

Welcome Student Test

▶ Report My Time Worked	▶
▮ 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

02:20 PM

Eastern Standard Time



### a. b. You will see a confirmation screen

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

[me](#)

Welcome Student Test

Report My Time Worked

Job: Financial Aid & Scholarships - Financial Processing Assistant

Transaction successfully completed!

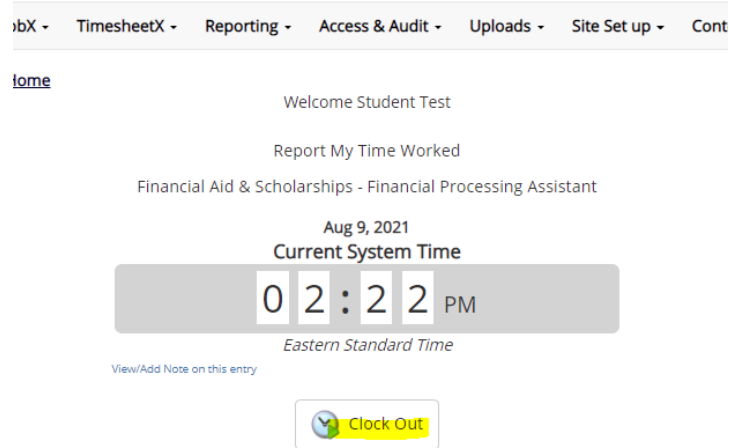
Clock In Time for your  
Financial Aid & Scholarships - Financial Processing Assistant job is  
2:20 PM Eastern Standard Time

[View/Add Entry Note](#)

Log Out

i.

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



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**If you receive unusual errors, please contact Sarah Shanks in the Office of Financial Aid & Scholarships at [shankssa@etsu.edu](mailto:shankssa@etsu.edu).**

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