



## Log into Jobx

1. Navigate to <https://etsu.studentemployment.ngwebsolutions.com/> and click the **FWS/RSWP Applicants & Employees** link or if you are an APS Recipient click the **APS Recipients** link.

**FWS/RSWP Applicants & Employees**  
Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets!!

**APS Recipients**  
Search for a service position or sign up for e-mail notifications about positions you're interested in. Position deadline are August 1st for Fall and February 15th for Spring. Enter time and submit your timesheets!!

**On-Campus Employers**  
Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

**Off-Campus Employers (Coming Soon)**  
Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

2. Click **Find a Job** on the FWS/RSWP Applicants & Employees page. If you are an APS Recipient, click **Find a Service Position** on the APS Recipients page. Or click **Find a Job** from the Employees menu at the top of the screen.

**FWS/RSWP Applicants & Employees**  
Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets!!

**FWS/RSWP Employee Information**

- [Welcome to the FWS/RSWP Applicant & Employee Site](#)  
Welcome! Learn about the Employment process at ETSU.
- [Required Forms](#)  
Find information regarding needed documentation and schedule hiring paperwork appointments. These are required in order to begin work.
- [FAQ](#)  
Questions about JobX, TimesheetX, the job registration process or our employment processes in general? Check out our FAQ's to help answer your questions.
- [Break Information](#)  
Click here for information regarding ETSU employment break policies.

**Training**

- [FWS/RSWP Applicant & Employee Training Presentation](#)  
Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.
- [Form I-9 & W-4 Training](#)  
Click here to learn how to complete the electronic Form I-9 and W-4 through the hiring process.
- [Additional Forms and Resources](#)  
Additional forms, policies, and information can be found here.

**Other Links**

- [Dashboard](#)  
Click here to review jobs you've recently applied for and to update your JobMail Subscription.
- [Find a Job](#)  
Conduct either quick or advanced searches for available jobs. Submit an online job application.
- [Manage JobMail](#)  
Be the first to know when jobs matching your criteria become available.
- [Payroll Guidelines & Schedule](#)  
Learn about the payroll policies and procedures. Check your timesheet due dates and the dates your checks will be issued.
- [Enter Your Time Sheet](#)  
Click here to access your online time sheet