

How to Review Time Sheets

- 1. Navigate to https://etsu.studentemployment.ngwebsolutions.com/
- 2. Click the On-Campus Employers link

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3. Click TimesheetX Login, and long in using ETSU username and password.

o me employees, employ	ment governes and required documents are at your might
	Employer Tools
and access to all	JobX Login Login to post jobs, hire students, and access stud
	TimesheetX Login

- 4. If the student deadline has passed, follow the instructions below
 - a. You'll be taken to the TimesheetX "To-Do Items page"
 - i. Select a cost center from the drop-down box at the top left.

All Cost Centers	First Namo	center	Filter by Cost ce
All Cost Centers	riscianie	Lenter.	Filter by cost ce
O All Timesheets		ers 🗸 🗸	All Cost Centers
		heets	

b. Select the appropriate radio button. It is recommended that you suggest *Timesheets I'm the Primary Supervisor* and *Primary or Secondary Supervisor* to see all the timesheets you can interact with.

Filter by	Cost center:	
All Cos	st Centers	~
	Timesheets	
Timesh	eets I'm the Pr	imary
Supervi	isor	
\bigcirc	Primary Supe	rvisor
0	Only	
\bigcirc	Primary or Se	condary
	Supervisor	

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1. To locate time sheets requiring approval, uncheck the filter boxes next to all the timesheet statuses with the exception of *Pending Approval* and *Delinquent Timesheets*

1	Filter by timesheet status:
	Returned To Supervisor (0)
	Incomplete By Supervisor (0)
	Delinquent Timesheets (2)
	Resubmitted By Employee (0
	Pending Approval (0)
	Approved (0)

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 c. Once you've located the time sheet you wish to review/approve, you can either mouse over the magnifying glass to review the time sheet entries

Delinquent : ETSU Semi	-Monthly Pay Sch	nedule: 03/	01/22-03/	15/22		
Job		Hours ^{Bre} Mir	ak Is Em	iployee Dead	dline Last Modified	
Schol	arship Clerical	8.15 0	3/1	6/2022 11:5	59 PM 3/3/2022 1:01 PM	∕ <mark>Q</mark> ⊵
Cost Center Financial Aid &: Job Title Scholarship Cle Status Incomplete Pay Period 03/01/22-03/15 Deadline March 16, 2022	Scholarships rical Assistant /22 11:59 PM					Q
	Time Sheet Entr	ries				
Date	Start	End	Break	Hours		
Thursday, March 3, 2022	1:01 PM	4:25 PM	0	3.4		
	Notes:					
Monday, March 7, 2022	2:05 PM	4:27 PM	0	2.37]	
	Notes:				1	
Thursday, March 10, 2022	1:59 PM	4:22 PM	0	2.38	1	
	Notes:]	
			Tota	l: 8.15 hrs		

d. Or click on the magnifying glass to review more details about this hire and/or time sheet or edit/approve/reject the time sheet individually.

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3/16/2022 11:59 PM 3/3/2022 1:01 PM	3/16/2022 11:	:59 PM 3/3/20	22 1:01 DM				
3/16/2022 11:59 PM Never Started Image: Constraint of the started Time Sheet Entries Date Start End Break Hours Made Chr Thursday, March 03 1:01 PM 4:25 PM - 3 hrs 24 mins Edit Deleter Note: Note: Thursday, March 10 1:59 PM 4:22 PM - 2 hrs 23 mins Edit Deleter Note: Note:	3/16/2022 11		22 1.01 PW				
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- 5. If the student deadline hasn't passed follow the instructions below
 - a. From the TimesheetX dropdown list, select Timesheet Control Panel



 To see only students you supervisor, select Only show time sheets for Jobs I supervise, and ensure that Show archived hire data is unchecked to view active hires.
 Then click View Hires.

	Cost Center							
	Financial Aid	& Scholarships	-	~				
	Only sho	ow time sheets for Jobs	Isuperv	ise.				
	O Show all	time sheets in the sele	ected Co	st Center.				
	Show arc	nived hire data?						
	Jobs for wi	nich I am a secondary	superv	isor				
	Scholarshi	p Clerical Assistant			Ma	nage Job		View Hires
a.	lick on	All time ch	ootc	to view the	studont's	timochoc)tc	
<i>b</i> . с		All time sh	eels	to view the	students	stimeshee	.15	
		Jobs for which I am	a secon	dary supervisor				
		Scholarship Clerica	Assista	nt		Manage Job		
		Employee Name	Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Balan	
			N/A	Create time sheet	All time sheets	N/A	N/A	

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c. Select *Go to time sheet* for the pay period you wish to review.

21 22 22 22 22 22 22 22 22 22 22 22 22 2					
02/01/22 02/15/22	Description	Total	Hours	Rate	
05/01/22-05/15/22	Regular Hours	\$0.00	8.15*		Go to time sh
Tuesday, March 01 - Tuesday, March 15, 2022	* Estimated value	e - time sh	neet not y	et finalized	
02/16/22-02/28/22	Description	Total	Hours	Rate	
Wednesday, February 16 - Monday, February 28, 2022	Regular Hours	\$0.00	9.82		Go to time
Finalized: March 07, 2022 3:23 PM	0				
02/01/22-02/15/22	Description	Total	Hours	Rate	
Tuesday, February 01 - Tuesday, February 15, 2022	Regular Hours	\$0.00	8.13		Go to time sl
Finalized: February 18, 2022 3:07 PM	_				
01/16/22-01/31/22 Sunday, January 16 - Monday, January 31, 2022	Description	Total	Hours	Rate	
	Regular Hours	\$0.00	2.40		Go to time s
	03/01/22-03/15/22 Tuesday, March 01 - Tuesday, March 15, 2022 02/16/22-02/28/22 Wednesday, February 16 - Monday, February 28, 2022 Finalized: March 07, 2022 3:23 PM 02/01/22-02/15/22 Tuesday, February 01 - Tuesday, February 15, 2022 Finalized: February 18, 2022 3:07 PM 01/16/22-01/13/122 Sunday, January 16 - Monday, January 31, 2022	03/01/22-03/15/22 Tuesday, March 01 - Tuesday, March 15, 2022 Tuesday, March 01 - Tuesday, March 15, 2022 Colored Colo	03/01/22-03/15/22 Description Total Tuesday, March 01 - Tuesday, March 15, 2022 Regular Hours \$0.00 * Estimated value - time sh 0.2/16/22-02/28/22 Description Total Wednesday, February 16, Nonday, February 28, 2022 Thialized: Value - time sh 0.00 Finalized: Karch 07, 2022 3/23 PM Description Total 02/01/22-02/15/22 Description Total Tuesday, February 10 - Tuesday, February 15, 2022 Regular Hours \$0.00 Finalized: February 01 - Tuesday, February 15, 2022 Description Total Regular Hours \$0.00 Total Regular Hours 01/16/22-01/31/22 Description Total Recurrent Sunday, January 16- Monday, January 31, 2022 Description Total	O3/01/22-03/15/22 Description Total Hours Tuesday, March 01 - Tuesday, March 15, 2022 Regular Hours \$0.00 8.15+ * Estimated value - time sheet not yr 02/16/22-02/28/22 Description Total Hours Viednesday, February 16 - Monday, February 28, 2022 Finalized: March 07, 2022 3:23 PM Description Total Hours 02/101/22-02/15/22 Tuesday, February 15, 2022 Total Hours \$0.00 9.82 Tinalized: March 07, 2022 3:23 PM Description Total Hours \$0.00 8.13 02/101/22-02/15/22 Tuesday, February 15, 2022 Description Total Hours Sunday, January 16, 2022 3:07 PM 01/16/22-01/31/22 Description Total Hours Sunday, January 16, Monday, January 31, 2022 Rescription Total Hours	O3/01/22-03/15/22 Description Total Hours Rate Regular Hours \$0.00 8.15* * * Estimated value - time sheet not yet finalized 02/16/22-02/28/22 Description Total Hours Rate 02/01/22-02/28/22 Description Total Hours Rate Regular Hours \$0.00 9.82 Finalized * 02/01/22-02/15/22 Description Total Hours Rate 02/01/22-02/15/22 Description Total Hours Rate 02/01/22-02/15/22 Description Total Hours Rate Regular Hours \$0.00 8.13 * Viriade Struary 10 - Tuesday, February 15, 2022 Pescription Total Hours Rate 01/16/22-01/131/22 Description Total Hours Rate Sunday, January 16 - Monday, January 31, 2022 Pescription Total Hours