

How to View Active Hires

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

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3. Click the *TimesheetX Login*, and login using ETSU username and password

On-Campus En	nployers
id hire employees. Employ	ment guidelines and required documents are at your finger
	Employer Tools
and access to all	JobX Login Login to post jobs, hire students, and access stude
erDeint en the JebY	TimesheetX Login Login to post jobs, hire students, and access stud
erPoint on the JobX	Request Login

4. From the TimesheetX dropdown list select Timesheet Control Panel



5. 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*.

Financial Aid & Scholarships	~	
Only show time sheets for Jobs I	supervise.	
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Show an une sheets in the select		
Show archived hire data?	rupapiisor	
Show archived hire data? Jobs for which I am a secondary s	supervisor	