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. 

   APS Recipient
   a. APS Recipient Training Presentation
   b. APS Recipient Tools
   c. Enter Your Time Sheet
3. Select Report My Time Worked

4. Select CLOCK IN

a. You will see a confirmation screen
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.