How to Report a Break

1. Click the **Enter you Time Sheet** on FWS/RSWP Applicants & Employees or APS Recipients Page or click **My Timesheets** under Employees menu.
   a. Login utilizing your ETSU Username and Password.

2. If you have previously clocked into a job and now need to start your break, click the **Report My Break** menu.
3. To start a break, click the **Start Break** button.
   a. A confirmation screen with the exact **Break Start** time is presented.

4. To end a break, click the **End Break** button.
   a. A confirmation screen with the exact **Break End** time is presented.