How to Review Time Sheets

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

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

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.

   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.
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*

   ![Filter Options](image)

   a. 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

   ![Time Sheet Entries](image)

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

   ![Time Sheet Details](image)

   i.
5. If the student deadline hasn't passed follow the instructions below
   a. From the TimesheetX dropdown list, select Timesheet Control Panel

   ![Timesheet Control Panel](image)

   i.

6. To see only students you supervise, 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.

   ![View Hires](image)

   a.
   b. Click on All time sheets to view the student’s timesheets

   ![All time sheets](image)

   i.

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

   ![Go to time sheet](image)

   i.