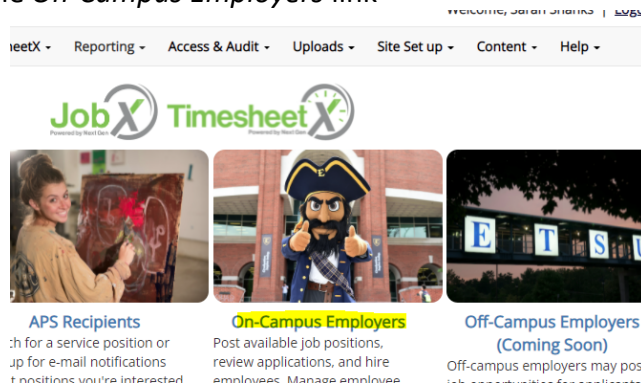
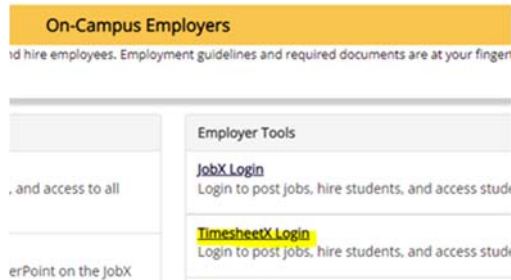


## How to Review Time Sheets

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

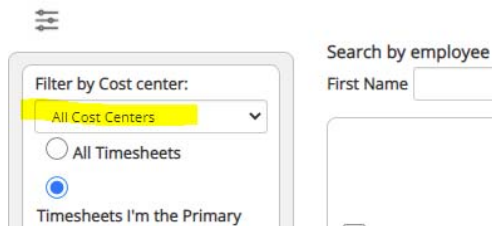


3. Click TimesheetX Login, and long in using ETSU username and password.
  - a.

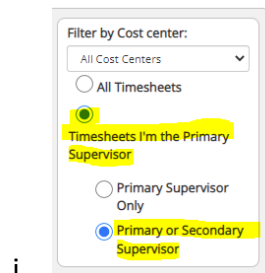


4. If the student deadline has passed, follow the instructions below
  - a.

- 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.



1.
  - a. 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.



i.

- 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 by timesheet status:

Returned To Supervisor (0)

Incomplete By Supervisor (0)

**Delinquent Timesheets (2)**

Resubmitted By Employee (0)

**Pending Approval (0)**

Approved (0)

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

Delinquent : ETSU Semi-Monthly Pay Schedule: 03/01/22-03/15/22

Job	Hours	Break Mins	Employee Deadline	Last Modified
<input type="checkbox"/> ██████████ Scholarship Clerical	8.15	0	3/16/2022 11:59 PM	3/3/2022 1:01 PM

Employee ██████████

Cost Center Financial Aid & Scholarships

Job Title Scholarship Clerical Assistant

Status Incomplete

Pay Period 03/01/22-03/15/22

Deadline March 16, 2022 11:59 PM

Time Sheet Entries				
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:				
Thursday, March 10, 2022	1:59 PM	4:22 PM	0	2.38
Notes:				
<b>Total:</b>				8.15 hrs

i.

- 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.

03/01/22-03/15/22

Job	Hours	Break Mins	Employee Deadline	Last Modified
<input type="checkbox"/> ██████████ Scholarship Clerical	8.15	0	3/16/2022 11:59 PM	3/3/2022 1:01 PM
<input type="checkbox"/> ██████████ Scholarship Clerical	Never Started		3/16/2022 11:59 PM	

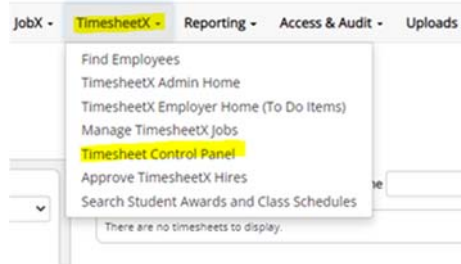
i.

Time Sheet Entries

Date	Start	End	Break	Hours	Manual Check
Thursday, March 03	1:01 PM	4:25 PM	--	3 hrs 24 mins	<input type="checkbox"/>
Note:					
Monday, March 07	2:05 PM	4:27 PM	--	2 hrs 22 mins	<input type="checkbox"/>
Note:					
Thursday, March 10	1:59 PM	4:22 PM	--	2 hrs 23 mins	<input type="checkbox"/>
Note:					
				<b>Total:</b>	8 hrs 9 mins

ii.

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



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*.

Cost Center  
 Financial Aid & Scholarships

Only show time sheets for Jobs I supervise.

Show all time sheets in the selected Cost Center.

Show archived hire data?

Jobs for which I am a secondary supervisor	
Scholarship Clerical Assistant	<a href="#">Manage Job</a> <a href="#">View Hires</a>

- a.
- b. Click on *All time sheets* to view the student's timesheets

Jobs for which I am a secondary supervisor					
Scholarship Clerical Assistant	<a href="#">Manage Job</a>				
Employee Name	Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Balan
[REDACTED]	N/A	<a href="#">Create time sheet</a>	<a href="#">All time sheets</a>	N/A	N/A

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

Wednesday, March 16 - Thursday, March 31, 2022		Description	Total	Hours	Rate	
Incomplete	03/01/22-03/15/22 Tuesday, March 01 - Tuesday, March 15, 2022	Regular Hours	\$0.00	8.15*		<a href="#">Go to time sheet</a>
* Estimated value - time sheet not yet finalized						
Finalized	02/16/22-02/28/22 Wednesday, February 16 - Monday, February 28, 2022 Finalized: March 07, 2022 3:23 PM	Regular Hours	\$0.00	9.82		<a href="#">Go to time sheet</a>
Finalized	02/01/22-02/15/22 Tuesday, February 01 - Tuesday, February 15, 2022 Finalized: February 18, 2022 3:07 PM	Regular Hours	\$0.00	8.13		<a href="#">Go to time sheet</a>
Finalized	01/16/22-01/31/22 Sunday, January 16 - Monday, January 31, 2022 Finalized: February 04, 2022 2:30 PM	Regular Hours	\$0.00	2.40		<a href="#">Go to time sheet</a>

i.