How to View Active Hires

1. Navigate to https://etsu.studentemployment.ngwebsolutions.com/
2. Click the On-Campus Employers link
3. Click the TimesheetX Login, and login using ETSU username and password
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.