How to Submit Late Timesheets

FWS/RSWP

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. Select Timesheet Control Panel from the TimesheetX dropdown menu.
5. Make sure you are in the correct Cost Center and that the radio button for Only show time sheets for Jobs I supervise is selected. Make sure the box for Show archived hire data is unchecked so you only see active hires.
6. Select **View Hires** for the job title of the student in question.

7. Select **All Time Sheets** for the student in question.

8. Select **Go to Time Sheet** for the correct pay period

9. Select **Print Time Sheet**

10. Write in correction on the printed time sheet.
11. Have it signed by both student and supervisor.
12. Include index number for $10.00 late fee at the top of the page.
13. Submit the signed hard copy to the Payroll Office.
14. Submit copy (digital or printed) to the Office of Financial Aid & Scholarships.

**APS**

- Follow Steps 1-12 above.
- Submit the signed hard copy to the Office of Financial Aid & Scholarships.