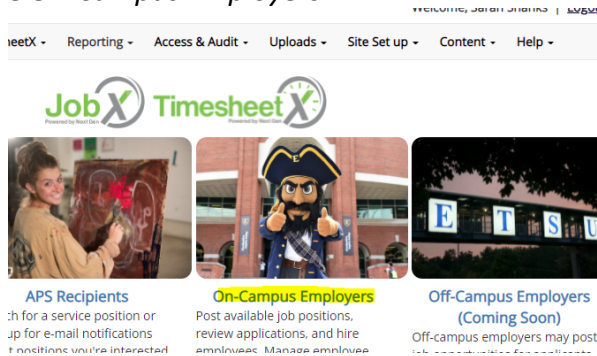




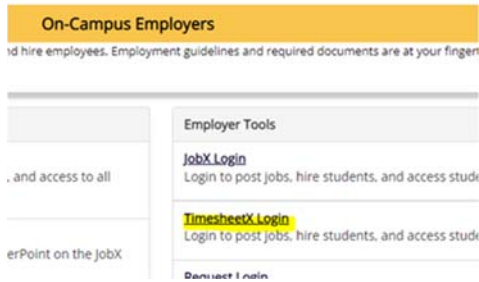
How to Submit Late Timesheets

FWS/RSWP

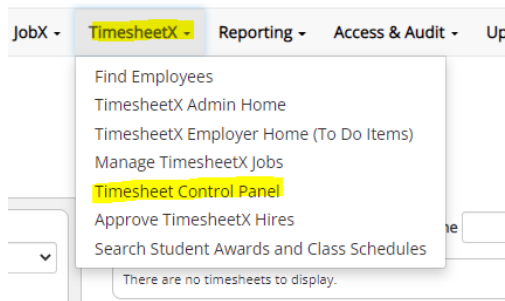
1. Navigate to <https://etsu.studentemployment.ngwebsolutions.com/>
2. Click the *On-Campus Employers* link



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.



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?

- a.
- 6. Select *View Hires* for the job title of the student in question.

Jobs for which I am a secondary supervisor

Scholarship Clerical Assistant	Manage Job	View Hires
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- a.
- 7. Select *All Time Sheets* for the student in question.

Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Bala
N/A	Create time sheet	All time sheets	N/A	N/A

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

Wednesday, March 16 - Thursday, March 31, 2022		Description	Total	Hours	Rate	
03/01/22-03/15/22		Regular Hours	\$0.00	8.15*		Go to time sheet
Tuesday, March 01 - Tuesday, March 15, 2022						
* Estimated value - time sheet not yet finalized						
02/16/22-02/28/22		Regular Hours	\$0.00	9.82		Go to time sheet
Wednesday, February 16 - Monday, February 28, 2022						
Finalized: March 07, 2022 3:23 PM						
02/01/22-02/15/22						

- a.
- 9. Select *Print Time Sheet*

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s Accounts Notes [Print Time Sheet](#)

- a.
- 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.