

To: Supervisors of non-faculty employees

To check your non-faculty direct reports in the eVals system,

1. Log into jobs.etsu.edu/hr using your ETSU username (e.g. doej1) and password.
2. From 'Shortcuts' on the Home tab, select **My Reports**.
3. Next to the 'Supervisors Nonfaculty' report, hover over 'Actions' and select **View**.
4. Your employees will be listed next to your name.

Send any corrections to Human Resources at jobs@etsu.edu.