



## How to Report a Break

1. Click the **Enter you Time Sheet** on FWS/RSWP Applicants & Employees or APS Recipients Page or click **My Timesheets** under Employees menu.
  - a. Login utilizing your ETSU Username and Password.

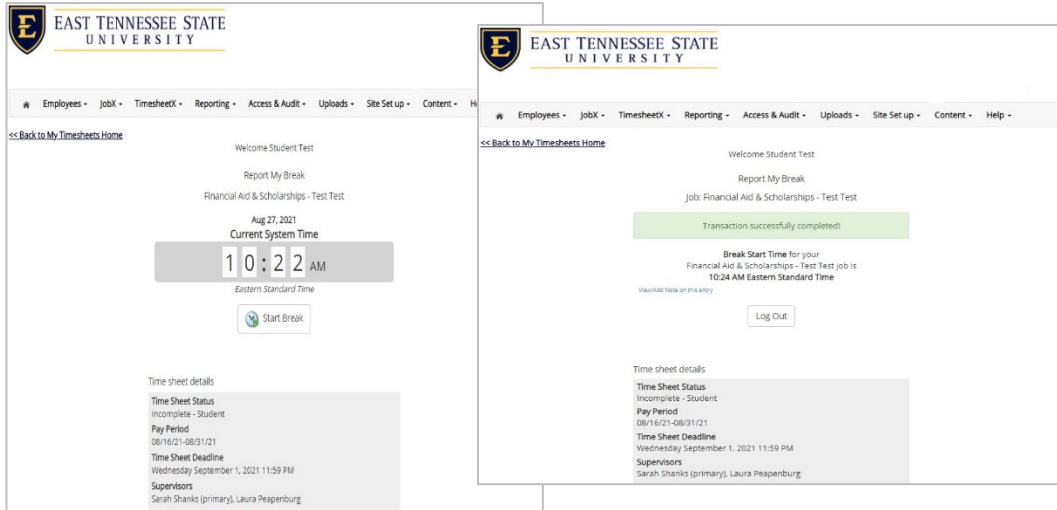
The screenshot shows the ETSU website interface. At the top left is the ETSU logo and name. Below it is a navigation menu with items: Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. A dropdown menu is open under 'Employees', listing: My Dashboard, My JobMail, My Timesheets, and Contact Us. A red arrow points to 'My Timesheets'. Below the navigation is a yellow banner for 'FWS/RSWP Applicants & Employees' with a search bar and a red arrow pointing to it. The main content area is divided into three columns: 'FWS/RSWP Employee Information', 'Training', and 'Other Links'. The 'Other Links' column contains several links, with a red arrow pointing to 'Enter Your Time Sheet'. On the right side, a 'Sign in' overlay is visible, containing a text input field for 'Email, phone, or Skype', a 'Can't access your account?' link, 'Back' and 'Next' buttons, and a 'Sign-in options' link at the bottom.

2. If you have previously clocked into a job and now need to start your break, click the **Report My Break** menu.

The screenshot shows the ETSU website interface. At the top left is the ETSU logo and name. Below it is a navigation menu with items: Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. Below the navigation is a 'Welcome Student Test' message. A dropdown menu is open, listing several options: Report My Time Worked, Report My Break, View / Edit / Submit Time Sheet, View My Awards, View My Class Schedule, Find a Job, My Hires, and My Applications. A red arrow points to the 'Report My Break' option.



3. To start a break, click the **Start Break** button.
  - a. A confirmation screen with the exact **Break Start** time is presented.



4. To end a break, click the **End Break** button.
  - a. A confirmation screen with the exact **Break End** time is presented.

