ONLINE STUDENT & TEMPORARY EMPLOYEE TIME SHEETS
APPROVER INSTRUCTIONS

The online Time Sheet will be available to students and approvers during the entire month and through the 5th day of the following month for completion and approval.

* If a student fails to complete his/her time sheet, he/she will NOT BE PAID.

** If a supervisor fails to approve a time sheet, payroll will “AUTO APPROVE” it since we have a legal obligation to pay the student for time worked. Any adjustments to the hours paid must be arranged between employee and supervisor.

How to APPROVE your student & temporary employees’ time sheets.

1) Go to MyPortal.fhda.edu
   * Enter your Employee ID# (8 digits) and your password that you use in LiquidOffice.
If you don't know your password, go to the lookup screen.
http://reports.fhda.edu/php/forgot_cwidpin.php

2) Once inside the portal, click on the EMPLOYEES tab.

3) Find the TIME APPROVAL box and click on APPROVE OR ACKNOWLEDGE TIME.
Then SELECT to see students sorted by status or by name.
4) Click on a student’s name to see his/her time sheet. IF there are comments from the student, click COMMENTS. If the hours are correct, click APPROVE. If not, click ADD COMMENT to type a message that will go back to the student. Then click RETURN FOR CORRECTION.