

Foothill – De Anza Community College District

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I have forgotten my CWID and PIN or cannot log in. Where can I go to get help?

Access the http://reports.fhda.edu/php/forgot_cwidpin_new.php URL and provide the required information. Successful completion will generate two separate e-mails to your preferred e-mail account—the first will include your CWID, the second e-mail will contain your PIN.

Note: If you do not have an e-mail address, please provide your FHDA District Supervisor's e-mail address and your information will be e-mailed there.

Please remember to **close** your browser when you are done.

5 days is not very much time.....can't it be longer?

Time sheets are available from the first day of the pay period to five days after the close of the pay period. The district payroll department needs the following ten days to actually process the remainder of the payroll cycle to produce the checks/direct deposits.

If a student doesn't have a computer, where should they go?

On the *Foothill campus* you can go to the Student Success Center or the Media Center.

On the *De Anza campus* you can go to the Open Media Lab in the lower level of the Library.

What if I log into the system but I am not able to bring up a time sheet?

If an assignment is not there, check with your HR person on site:

- Anna Luna, *Central Services*, extension 6221
- Dawna O'Malley, *De Anza*, extension 8368
- Hieu Huynh, *Foothill*, extension 7470.

I only see one week of time on my time sheet. How do I get to another week to enter time?

Click the "Next" button at the bottom of the page.

How do I set up a proxy?

If you are an approver you can set up one or more proxies to approve time sheets in your absence. You can also choose to remove proxies if required.

Note: This link is available to only those employees who are designated as approvers of Web Time Entry.

The screenshot shows the SUNGARD HIGHER EDUCATION WebTailor Administration interface. The top navigation bar includes tabs for Personal Information, Student and Financial Aid, Employee (selected), and WebTailor Administration. A search bar is present with a 'Go' button. On the right, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Proxy Set Up' and features a table with the following structure:

Name	Add	Remove
Cindy Adams, SYSTEST01	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a 'Save' button. At the bottom of the page, there is a link for 'Time Reporting Selection'.

Follow these steps to add a proxy:

1. Under the Employee tab, click **Time Sheet**.
2. Click the **Proxy Set Up** link at the bottom of the window.
3. Choose a name from the **Name** selection list.
 - a. Note: This list is comprised from those Oracle IDs entered on the Enterprise Access Control Form (GOAEACC, which is controlled by the District HR/Payroll office). If you do not see your proxy's name, contact HR/Payroll.
4. Select the **Add** indicator.
5. Click the **Save** button.
6. The name is then alphabetically displayed under the **Name** column.

Note: To *remove* a proxy, select the **Remove** indicator corresponding to a displayed proxy and then select the **Save** button.

How do I notify HR about a FOAP change?

For *student employees at De Anza*, please e-mail Dawna O'Malley at o'malleydawna@fhda.edu.

For *student employees at Foothill*, please e-mail Hieu Huynh at huynhhieu@fhda.edu.

For *casual employees*, please e-mail Anna Luna at lunaanna@fhda.edu.

How do I notify HR about an approver change?

For *student employees at De Anza*, please e-mail Dawna O'Malley at o'malleydawna@fhda.edu.

For *student employees at Foothill*, please e-mail Hieu Huynh at huynhhieu@fhda.edu.

For *casual employees*, please e-mail Anna Luna at lunaanna@fhda.edu.

Where can I go to see if my employees have started their time sheets?

Go to the Employee tab. Click TIME SHEET. Then SELECT for "Approve or Acknowledge Time". Then SELECT the Organization you are inquiring about (if you have more than one). "Not Started" will be displayed next to any employee who has not opened their time sheet in the current pay period.

Who do I call to help solve problems?

For log in problems: Call Center at extension 8324

For "How to Questions" call:

- Dawna O'Malley for *De Anza students* at extension 8368
- Hieu Huynh for *Foothill students* at extension 7470
- Anna Luna for *casual employees* at extension 6221

For payroll or direct deposit questions: Hong Nguyen at extension 6263

What is the "Copy" button for?

If you work at the same time and days each week and need to enter it over several days, you can copy your most recent entry into other days. When you are done selecting the days that you have worked at the same times, click "Copy" at the bottom of the calendar.

What is the "Comments" button on the time sheet for?

If it is necessary, use this area to leave a note about your hours or the time you have entered for your approver. Or, if you are an approver, use the Comments to write back to your student/casual if you cannot approve the time sheet as presented, thus requesting a revision. This is part of your permanent employment record, so be careful with your comments.

After I enter my schedule, what should I do?

Click the "Save" button near the middle of the page. You may want to check back later to verify that your approver has approved your time sheet.

What if I accidentally entered the wrong times on the time sheet? (Also, what if I need to make a change to a previous time sheet?)

If you have not submitted your time sheet for approval, click on the incorrect times within the timesheet. In the time entry box, delete the old time and enter the correct ones. Then click the “Save” button.

If your approver has not yet approved your time sheet, you can ask him/her to return it to you for correction.

If the time sheet has already been submitted and approved, you must call payroll for instructions.

One of my employees accidentally submitted their time before the end of the pay period. How can I unlock their time sheet so they can make corrections and continue entering time for the period?

Select the employee from your list of employees. Click on “Return for Correction.”

The pay period has ended and my employees have submitted their time sheets, but I have found that one time sheet is not correct. What process do I follow?

Select the employee from your list of employees. Click on “Return for Correction.”

What if my approver does not approve my time sheet by the deadline?

Once you have submitted your time sheet, it will be pushed through the payroll process--it will not be suspended. Your approver will be contacted later by payroll for authorization.

What if I don't do my online time sheet by the deadline?

You will need to contact Hong Nguyen in payroll at extension 6263.

What if my paycheck seems incorrect?

First, review your time sheet and your pay rates online. If you are unable to figure it out, contact Hong Nguyen in payroll at extension 6263.

What if I lose my paycheck?

Contact Hong Nguyen in payroll at extension 6263.

What if I need to report hours for a prior month?

You will not be able to report hours for a previous month online. Please consult your supervisor or approver to make arrangements with payroll.

How do I sign up for Direct Deposit or change my Direct Deposit?

Our employees will be able to sign up for or update their direct deposit information on line.

To sign up for direct deposit:

1. Select **Employee** from the Main Menu
2. Select **Pay Information**
3. Select **Direct Deposit Allocation**
4. Select **Add New Direct Deposit**
5. Enter Bank Routing Number, Account Number, Account Type, and Amount or Percent
6. [Save]

To update your current direct deposit information:

1. Select **Employee** from the Main Menu
2. Select **Pay Information**
3. Select **Direct Deposit Allocation**
4. Select **Update Direct Deposit Allocation**
5. Select (click on) the Bank Name that needs to be replaced or changed
6. Click the INACTIVATE box
7. [Save]

*****Stop here if you want to cancel your direct deposit and receive a check. *****

8. Enter NEW Bank Routing Number, Account Number, Account Type, and Amount or Percent to UPDATE
9. [Save]

****Note: If you need assistance with finding your routing number, please contact your financial institution. ****