

# 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 5<sup>th</sup> day of the following month for completion and approval.

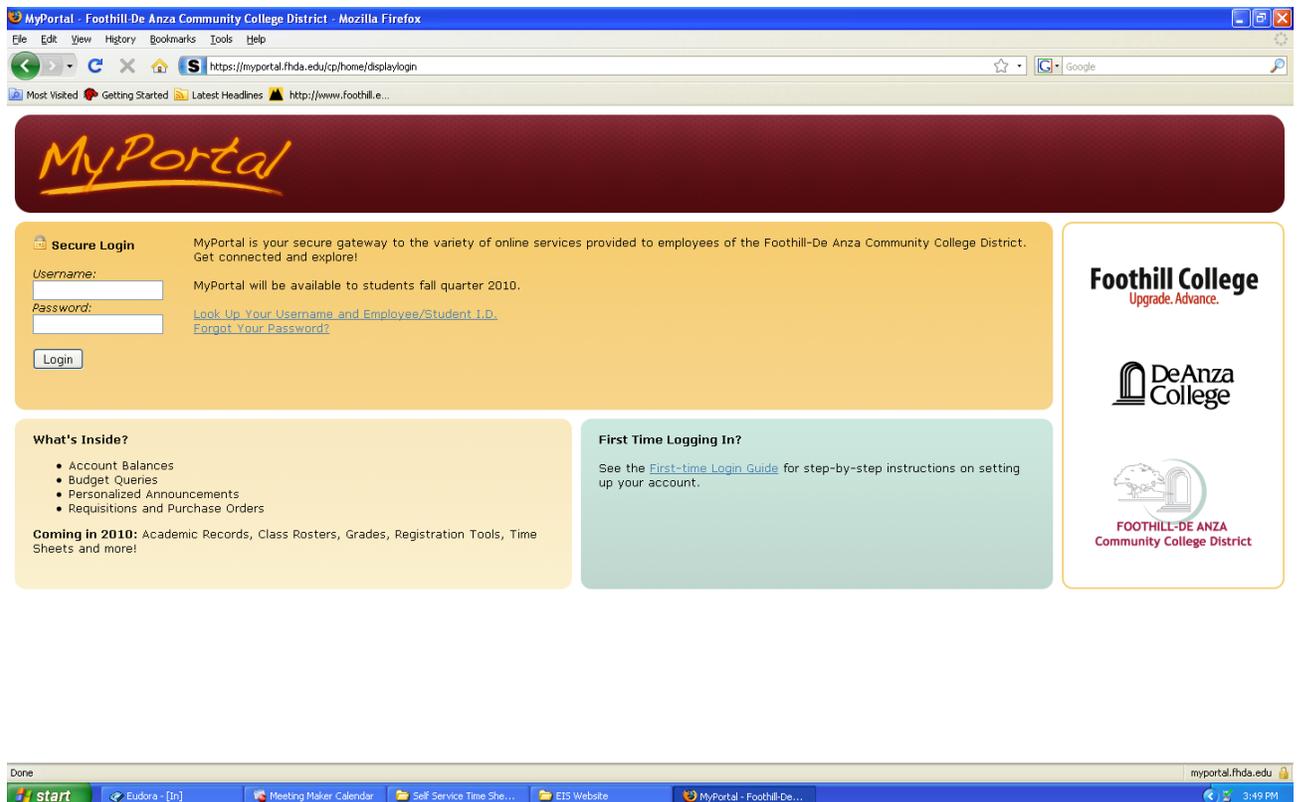
\* If a student fails to complete his/her time sheet, he/she will NOT BE PAID.

\*\* 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.

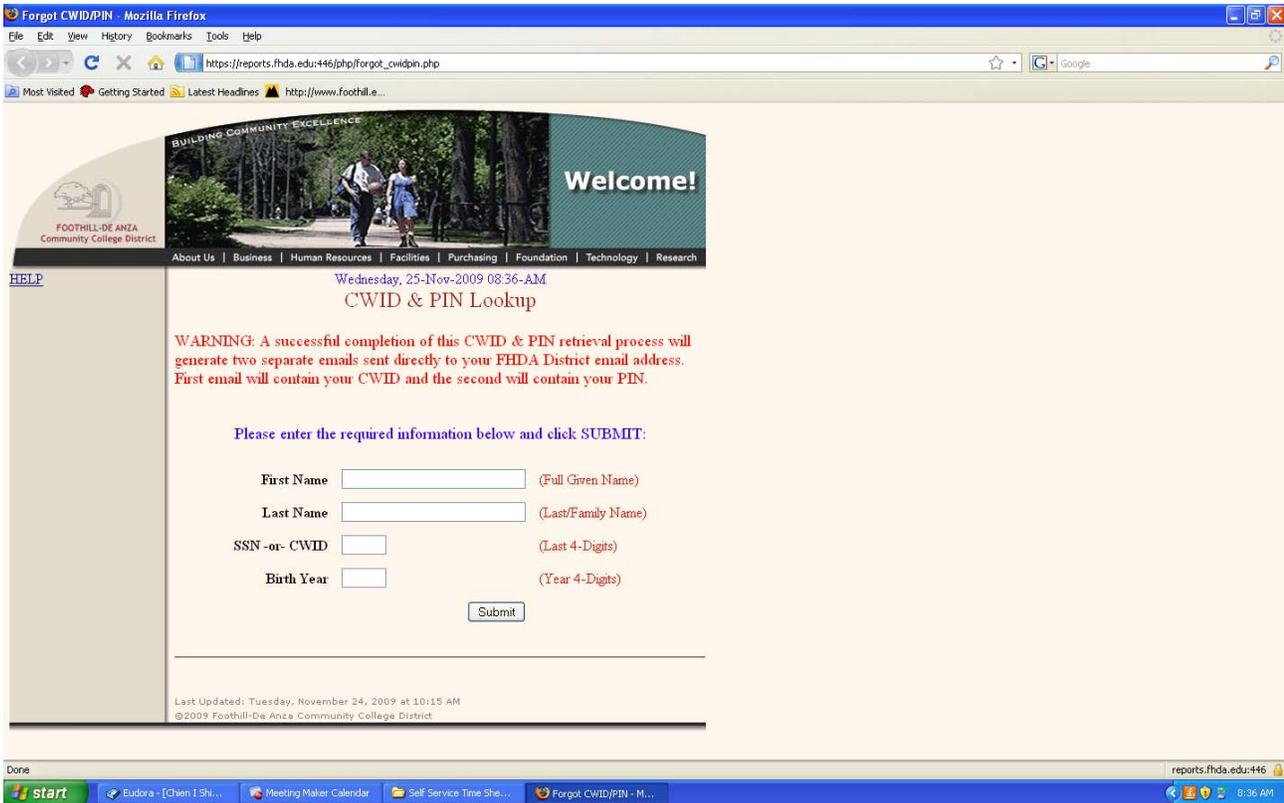
## How to APPROVE your student & temporary employees' time sheets.

1) Go to [MyPortal.fhda.edu](https://myportal.fhda.edu)

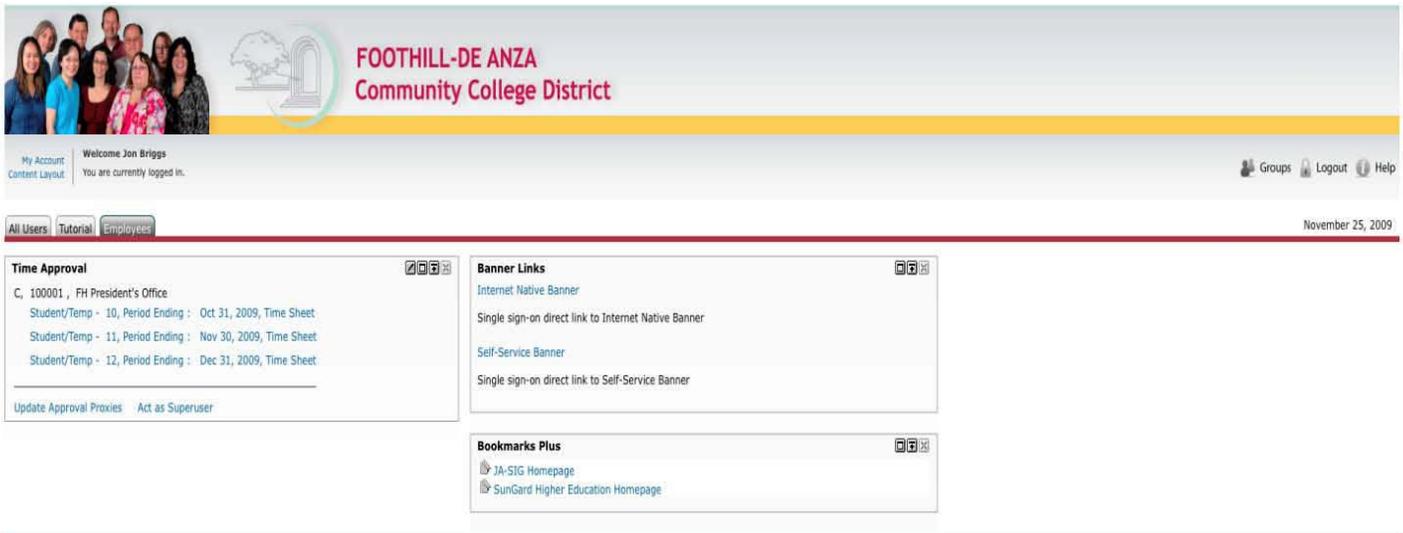
\* Enter your Employee ID# (8 digits) and your password that you use in LiquidOffice.



If you don't know your password, go to the lookup screen.  
[http://reports.fhda.edu/php/forgot\\_cwidpin.php](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.

Approver Selection - Mozilla Firefox

https://banssbtesthrs.fhda.edu/TESTHR3/bwplktais\_P\_ProcSelectTimeSheetRoll

Approver Selection

Personal Information Employee

Search  Go SITE MAP HELP EXIT

### Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Determine the sort order and choose Select to access the records.

#### Time Sheet

| Department and Description       | My Choice                        | Pay Period                       |
|----------------------------------|----------------------------------|----------------------------------|
| C, 100001, FH President's Office | <input checked="" type="radio"/> | 02, Nov 01, 2009 to Nov 30, 2009 |
| C, 221001, Financial Aid         | <input type="radio"/>            | 02, Nov 01, 2009 to Nov 30, 2009 |

#### Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

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Done banssbtesthrs.fhda.edu

start Eudora - [in] Meeting Maker Calendar Self Service Time She... Approver Selection - ... approver-screenshot ... online time sheet inst... 11:22 AM

Summary - Mozilla Firefox

https://banssbtesthrs.fhda.edu/TESTHR3/bwplktais\_P\_ProcSelectApproverAction

Summary

Personal Information Employee

Search  Go SITE MAP HELP EXIT

### Department Summary

Select the employee's name to access additional details.

COA: C, FHDA Chart of Accounts  
 Department: 221001, Financial Aid  
 Pay Period: Nov 01, 2009 to Nov 30, 2009  
 Act as Proxy: Not Applicable  
 Pay Period Time Entry Status: Open until Dec 05, 2009, 11:59 P.M.

Select New Department Select All, Approve or FYI Reset Save

| Pending  |                                    |                 |             |             |              |                          |                          |        |                    |
|----------|------------------------------------|-----------------|-------------|-------------|--------------|--------------------------|--------------------------|--------|--------------------|
| ID       | Name and Position                  | Required Action | Total Hours | Total Units | Queue Status | Approve or FYI           | Return for Correction    | Cancel | Other Information  |
| 10731119 | David Juan Castillo<br>280001 - 00 | Approve         | .00         | .00         |              | <input type="checkbox"/> | <input type="checkbox"/> |        | Change Time Record |

| In Progress |                                    |             |             |        |                   |  |  |
|-------------|------------------------------------|-------------|-------------|--------|-------------------|--|--|
| ID          | Name and Position                  | Total Hours | Total Units | Cancel | Other Information |  |  |
| 11259136    | Mohammad Afzalyar<br>280022 - 00   |             | .00         | .00    |                   |  |  |
| 10731119    | David Juan Castillo<br>280023 - 00 |             | 15.50       | .00    | Comments          |  |  |
| 10277371    | Tanya Evette Pratt<br>280023 - 00  |             | .00         | .00    |                   |  |  |

| Not Started |                                       |                   |
|-------------|---------------------------------------|-------------------|
| ID          | Name and Position                     | Other Information |
| 11226071    | Franklin Corpuz Aragon<br>240071 - 00 |                   |

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4) Click on a student's name to see his/her time sheet.

**Employee Details**

Search   SITE MAP HELP EXIT

**Employee ID and Name:** 10731119 David Juan Castillo  
**Title:** 280001-00 DA DF Student Level I  
**Department and Description:** C 221001 Financial Aid  
**Transaction Status:** Pending

[Routing Queue](#) | [Account Distribution](#)

**Time Sheet**

| Earnings Shift | Special Rate | Total Hours | Total Units | Sunday Nov 01, 2009 | Monday Nov 02, 2009 | Tuesday Nov 03, 2009 | Wednesday Nov 04, 2009 | Thursday Nov 05, 2009 | Friday Nov 06, 2009 | Saturday Nov 07, 2009 | Sunday Nov 08, 2009 | Monday Nov 09, 2009 | Tuesday Nov 10, 2009 | Wednesday Nov 11, 2009 | Thursday Nov 12, 2009 | Friday Nov 13, 2009 | Saturday Nov 14, 2009 | Sunday Nov 15, 2009 | Monday Nov 16, 2009 | Tuesday Nov 17, 2009 | Wednesday Nov 18, 2009 |
|----------------|--------------|-------------|-------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|
|                |              | 0           | 0           |                     |                     |                      |                        |                       |                     |                       |                     |                     |                      |                        |                       |                     |                       |                     |                     |                      |                        |

**Time In and Out**

| Earnings | Sunday Nov 01, 2009 | Monday Nov 02, 2009 | Tuesday Nov 03, 2009 | Wednesday Nov 04, 2009 | Thursday Nov 05, 2009 | Friday Nov 06, 2009 | Saturday Nov 07, 2009 | Sunday Nov 08, 2009 | Monday Nov 09, 2009 | Tuesday Nov 10, 2009 | Wednesday Nov 11, 2009 | Thursday Nov 12, 2009 | Friday Nov 13, 2009 | Saturday Nov 14, 2009 | Sunday Nov 15, 2009 | Monday Nov 16, 2009 | Tuesday Nov 17, 2009 | Wednesday Nov 18, 2009 | Thursday Nov 19, 2009 | Friday Nov 20, 2009 |
|----------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|
| Student  |                     |                     |                      | 01:00 PM               | 09:00 AM              |                     |                       |                     |                     |                      |                        |                       |                     |                       |                     |                     |                      |                        |                       |                     |

**Time Sheet**

| Earnings Shift | Special Rate | Total Hours | Total Units | Sunday Nov 01, 2009 | Monday Nov 02, 2009 | Tuesday Nov 03, 2009 | Wednesday Nov 04, 2009 | Thursday Nov 05, 2009 | Friday Nov 06, 2009 | Saturday Nov 07, 2009 | Sunday Nov 08, 2009 | Monday Nov 09, 2009 | Tuesday Nov 10, 2009 | Wednesday Nov 11, 2009 | Thursday Nov 12, 2009 | Friday Nov 13, 2009 | Saturday Nov 14, 2009 | Sunday Nov 15, 2009 | Monday Nov 16, 2009 | Tuesday Nov 17, 2009 | Wednesday Nov 18, 2009 |
|----------------|--------------|-------------|-------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|---------------------|---------------------|----------------------|------------------------|
|                |              | 0           | 0           |                     |                     |                      |                        |                       |                     |                       |                     |                     |                      |                        |                       |                     |                       |                     |                     |                      |                        |

**Routing Queue**

| Name                | Action and Date                  |
|---------------------|----------------------------------|
| David Juan Castillo | Originated Nov 03, 2009 10:50 pm |
| David Juan Castillo | Submitted Nov 05, 2009 09:18 am  |
| Cindy Castillo      | Pending                          |

**Account Distribution Default Data**

| Pay Period Effective Date | Percent | Index | Fund   | Organization | Account | Program | Activity | Location | Project Type | Cost Type |
|---------------------------|---------|-------|--------|--------------|---------|---------|----------|----------|--------------|-----------|
| Nov 01, 2009              | 100.00  |       | 114000 | 221001       | 2310    | 646000  |          |          |              |           |

[Time Sheet](#) | [Routing Queue](#) | [Account Distribution](#)

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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.