## 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 <u>MyPortal.fhda.edu</u>

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



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## If you don't know your password, go to the lookup screen. <u>http://reports.fhda.edu/php/forgot\_cwidpin.php</u>

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- 2) Once inside the portal, click on the EMPLOYEES tab.
- 3) Find the TIME APPROVAL box and click on APPROVE OR ACKNOWLEDGE TIME.

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Then SELECT to see students sorted by status or by name.

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

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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.