Foothill – De Anza Community Colleges

ONLINE TIME SHEET INSTRUCTIONS FOR STUDENT EMPLOYEES

Student Employees: How to report the hours you work each month.

1)   Go to **MyPortal.fhda.edu.** Enter your Student ID# (8 digits) and your PIN (6 digits). If this is your first time, enter your birthdate as your PIN as mmddyy. You will be asked to create a new PIN and answer 2 secret questions in case you forget your PIN in the future. Login.

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

3)   Find the **TIME REPORTING** box and click on the **time sheet** for your job. Click on **ENTER HOURS** for each day you worked. Enter time in and out (quarter hours only) and AM or PM. **SAVE**. You can use **COPY** if you work the same hours every day. You can enter **COMMENTS** if you want to send your approver a message along with your time sheet. **SAVE**. When you are finished, click **SUBMIT FOR APPROVAL**. **Do not click SUBMIT FOR APPROVAL before recording all time worked for the month.** You cannot change a time sheet once it is submitted for approval. You can print the entire month by clicking **PREVIEW** (it is very small). You will enter your PIN again for security.

4)   If you want Direct Deposit, click on **PAY INFORMATION** under the Employee tab and then click on **DIRECT DEPOSIT ALLOCATION**. To enter or change your bank account information, click on **UPDATE DIRECT DEPOSIT AUTHORIZATION** and **SAVE.**

5)   If your approver is <u>not</u> willing to sign your time sheet, he/she will send it back to you <u>with comments</u> about the hours in dispute. **Keep checking** to be sure that your approver has signed the time sheet **before the 5th** of the next month to be sure that the hours you submitted will result in a paycheck. If your time sheet says **RETURN FOR CORRECTION**, you must correct it immediately and send it back with **SUBMIT FOR APPROVAL**.

> **YOUR ONLINE TIME SHEET WILL DISAPPEAR 5 CALENDAR DAYS AFTER THE END OF THE MONTH. YOU MUST COMPLETE IT ON THE LAST WORK DAY OF THE MONTH SO THAT YOUR APPROVER(S) HAS TIME TO REVIEW AND APPROVE (OR SEND BACK TO YOU) WITHIN 5 DAYS.**

Instructions with screen shots are at http://www.deanza.edu/financialaid/employmt.html.