

Online Time Report Instructions for Student Tutors

See www.deanza.edu/financialaid/employmt.html for the employment packet, and <http://omni.deanza.edu/studentsuccess/tutorial/timesheets.html> for more instructions and updates.

In order to be paid, you must post, submit, and correct (if necessary) your hours online using MyPortal. Please follow instructions and deadlines carefully, or you risk big delays getting paid.

In addition to the online time sheet, please fill out the **paper time sheet** on campus each time you work so your supervisor can verify your online hours at the end of the month.

Before you work:

Confirm that the time sheet for your specific assignment is available, and check Title and Department against the most common codes and departments below. If you work as a clerical assistant or have multiple assignments (i.e. work in more than one location or have more than one pay rate) please be careful to check information for each assignment and see your supervisor if you have questions.

Do not begin tutoring until AFTER you have confirmed that your timesheet(s) is correct and available in the Portal.

Student Job Title	Position/Dist Fund	Step 1	Step 2	Position/FWS
Instructional Assistant II	280042	\$10.00	\$10.75	240042
Instructional Assistant III	280043	\$12.00	\$12.75	240043

(Individual tutors are Instructional Assistant II, Group Tutors are Instructional Assistant III.)

If your time sheet does not appear in the Portal, your hiring documents are either incomplete or still being processed. Please see Patrick Dowling in L47 or Dawna O'Malley in Financial Aid if you have questions about your hiring documents.

Throughout the month:

Enter your hours, and save on a daily or weekly basis.

By midnight of the last working day of the month:

Enter any remaining hours for the month.

- ❑ Check hours entered against your copy of your paper time sheet.
- ❑ Post comments to note meetings, prep times, or any other change from your assigned/normal hours.
- ❑ Click "**SUBMIT FOR APPROVAL**" only when you are completely finished. You may not change hours after you have submitted them.

Before 8:30 am of the 4th day of the following month

- ❑ Login to MyPortal to check the status of your time sheet. If it has been approved, you are done for the month.
- ❑ If your approver is not willing to approve your time sheet, you will see "Returned for Corrections." Read the comments about the hours in dispute.
- ❑ Make the corrections and resubmit by **8:30 am of 4th day** to allow time for your supervisor to recheck your hours.

NOTE: You will NOT automatically be notified that your timesheet has been returned for corrections, though your supervisor will try to phone or send an e-mail. It is your responsibility to check.

By 8:30 am of the 5th day of the month

- ❑ Log in again to check that your corrections have been approved.
- ❑ If they have not, make any necessary corrections and resubmit.

Questions?

**Please contact Patrick Dowling at
dowlingpatrick@fhd.edu**

How to Log In to MyPortal:

(See <http://www.deanza.edu/financialaid/employmt.html> for instructions with screenshots.)

- 1) Before your first log in, retrieve your 6 digit PIN from HYPERLINK
"http://reports.fhda.edu/php/forgot_cwidpin_new.php"
http://reports.fhda.edu/php/forgot_cwidpin_new.php
(This PIN is different from your 4 digit student PIN.)
- 2) Log in to HYPERLINK "mailto:MyPortal@fhda.edu"
 MyPortal@fhda.edu using your Student ID# (8 digits) and 6-digit PIN. Create a new PASSWORD the first time you log in, and remember this password (write it down.)

How to Enter Your Hours:

- 1) Click on the EMPLOYEES tab and then on the SELF SERVICE BANNER link. Select TIME SHEET.
- 2) Click on ENTER HOURS for each day you worked. **These hours must match your assigned schedule (unless explained by comments) and the paper time card you use to sign in on campus.** We recommend that you enter your hours each day you work. You may use a computer at the Center or any other computer with Internet connection.
 - Enter time in and out (in intervals of 15 minutes only—i.e. 09:00, 10:15, 10:45 etc.) and AM or PM, then SAVE.
 - Enter COMMENTS to send your approver a message explaining any changes from your assigned hours (i.e meetings, prep time, missed work due to illness, cancelled session to study for midterm, student no-show, etc.)
 - Click SAVE.

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- ❑ Do not click **SUBMIT FOR APPROVAL** until the end of your last working day for the month. You cannot change a timecard once it is submitted for approval.

YOU MUST CHECK THE PORTAL EACH DAY UNTIL THE 5TH OF THE MONTH TO COMPLETE ANY CORRECTIONS REQUESTED AND RESUBMIT. If you fail to do this you may not get paid!

IMPORTANT REMINDERS

YOUR CURRENT ONLINE TIME SHEET WILL DISAPPEAR ON THE 5TH DAY OF THE NEXT MONTH*. IF IT IS NOT APPROVED, YOU MAY NOT GET PAID.

YOU MUST COMPLETE AND SUBMIT YOUR HOURS BY MIDNIGHT OF THE LAST DAY OF THE CURRENT MONTH SO THAT YOUR SUPERVISOR HAS TIME TO REVIEW AND APPROVE IT, OR REQUEST CORRECTION.

YOU MUST LOGIN DAILY TO CHECK THE STATUS OF YOUR TIMESHEET AND MAKE NECESSARY CHANGES, THEN CHECK THAT THOSE CHANGES WERE APPROVED.

IF YOU ARE LATE, OR DO NOT RESPOND WITH THE CORRECTION, YOUR PAY WILL BE GREATLY DELAYED.