



## PAYROLL TUTORIAL

Please first follow the link and read the [PDF](#) on De Anza's website.

# STEP 1 - GO TO MYPORTAL.FHDA.EDU.

← → ↻ 🏠 <https://myportal.fhda.edu/cp/home/displaylogin>

## MyPortal

### Secure Login

MyPortal is your secure gateway to a variety of online services provided to Foothill-De Anza Community College District students and employees. Get connected and explore!

Campuswide ID:  
(No dashes or spaces)

Password:

Login

[What is my campuswide ID?](#)  
[I don't know my password.](#)

### What's Inside?

- Academic Records
- Account Balances
- Class Rosters
- Financial Aid Status
- Grades
- Personalized Announcements
- Placement Test Results
- Registration Tools
- Student Parking Permits
- Transcripts and more!

### First Time Logging In?

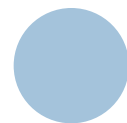
See the [First-time Login Guide](#) for step-by-step instructions on setting up your account.

### Having problems?

Go to the [MyPortal FAQ page](#)

### Guest Parking

Guest parking is available for those without a MyPortal account at both [Foothill](#) and [De Anza](#) colleges.



# STEP 2 - ONCE INSIDE THE PORTAL, CLICK ON THE EMPLOYEES TAB AND CLICK ON TIME SHEETS.

MyPortal / Foothill-De Anza College District  
https://myportal.fhda.edu/tag.2f1c9a6816971516.render.userLayoutRootNode.dp:dp\_root=root&uP\_sparam=

DeAnza College *Simply the Best*

Welcome  
You are currently logged in.

All Users | **Employees** | Students

**Applications**

\* Click on an application title to open it in a new window. Note that you will be asked for your login credentials each time, and they will not be saved in the MyPortal system.

**Outlook Web for Exchange**  
E-mail, calendar, contacts, and tasks  
**Launch**  
Getting Help

**Time Reporting**

**Time Sheet**

- DA DF General Assistant I, 280031- 00 - DA-Bookstore, 581011  
Student/Temp/Classified Hrly - 4, Due Date : Apr 06, 2012
- Student/Temp/Classified Hrly - 1, Due Date : Jan 06, 2012
- DA DF Clerical Assistant II, 280022- 00 - Student Success Center, 232028  
Student/Temp/Classified Hrly - 10, Due Date : Oct 07, 2012
- Student/Temp/Classified Hrly - 7, Due Date : Jul 05, 2012

More

**District White Pages**

Search Employee Directory

**Employee Web Services**

- Employee Services Main Menu
- View Addresses and Phones  
Review your on-file mailing addresses and phone numbers.
- Time Sheets** ←  
Student, Temporary, and Classified Hourly Only
- Leave Reports (Faculty Only)**  
View Existing Leave Reports  
Download Leave Report Form FRONT  
Download Leave Report Form BACK
- Pay Information**  
View Pay Stubs and Timesheets  
Tax Forms W2 information, W2 Form  
Direct Deposit Allocation  
Earnings History  
Deductions History
- Jobs Summary
- Leave Balances
- ProCard Activity
- Employee Training



# STEP 4 – FILLING IN YOUR TIME CARD

Use "Enter Hours" to fill in your time card!

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

### Time Sheet

**Title and Number:**

DA DF Clerical Assistant II

**Department and Number:**

Student Success Center

**Time Sheet Period:**

Sep 01, 2012 to Sep 30, 2012

**Submit By Date:**

Oct 07, 2012 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Sep 17, 2012	Tuesday Sep 18, 2012	Wednesday Sep 19, 2012	Thursday Sep 20, 2012	Friday Sep 21, 2012	Saturday Sep 22, 2012
Student Hours	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0	0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

Release: 8.6

Use the navigation buttons to go to previous/next date, restart your card, or submit for approval from Supervisor



# STEP 5 – START FILLING IN THE HOURS IN 15 MINUTE INTERVALS


DeAnza College MyPortal

Back to Employees Tab

Personal Information Student Financial Aid Faculty Services

When entering your hours, be careful with AM/PM!!!

Time In and Out

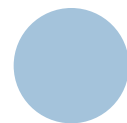
 Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Sep 24, 2012  
Earnings Code: Student Hours

Shift	Time In	Time Out	Total Hours		
1	0930	AM	1030	PM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0

Time Sheet Previous Day Next Day  
Add New Line Save Copy Delete

Release: 8.6




# YOU CAN LEAVE COMMENTS BY CLICKING “COMMENTS” IN THE NAVIGATION BAR FROM STEP 4!



Personal Information Student Financial Aid Faculty Services Employee

You can use the comment box to leave notes for your supervisor!

## Comments

 Enter or edit comments until you submit the record for approval.

**Made By:** You  
**Comment Date:** Sep 26, 2012

**Enter or Edit Comment:**

A large, empty rectangular text box with a light gray background and a thin border, intended for entering or editing comments. An orange arrow points to the top right corner of this box.

Save Previous Menu



FOR MORE INFORMATION ABOUT PAYROLL  
AND MYPORTAL, PLEASE REFER TO

- 1.) [PDF](#)
- 2.) [FINANCIAL AID – STUDENT EMPLOYMENT](#)
- 3.) [TUTOR PAYROLL INFO](#)
- 4.) [FOR SENIOR TUTORS](#)

