Overview

The Foothill-DeAnza classified time report allows you to complete your time report on your computer and submit it for approval electronically. Payroll and ETS have collaborated on the design and development of this system.

Using the Firefox web browser on a Windows or Mac computer, log on to the Liquid Office Web Desktop from the URL **https://liquid.fhda.edu** where the time report system is available. After opening your time report, you see leave balances and other information from the Human Resources system (HRS). If you have any exceptions, such as sick leave or vacation, you enter them on your time report from pull-down lists. As you enter your exceptions, the system checks that you are not exceeding your leave balances, and may suggest that you use a different leave code. Before you can submit your time report for approval, it also checks that required fields have information in them.

After you electronically sign and submit your time report, it is routed by the time report system to appropriate people for approval. After all approvals are complete, at the end of the pay period, your information is copied over to HRS, and is used to produce your pay check. After payroll has run, you can view your time report on your reports account at **http://reports.fhda.edu.**

If you need help filling out your time report, please ask your supervisor for assistance. If you have technical problems, need the Firefox browser installed, or have forgotten your logon information, please call the ETS Call Center at x8324. They will route your request to someone who can help.
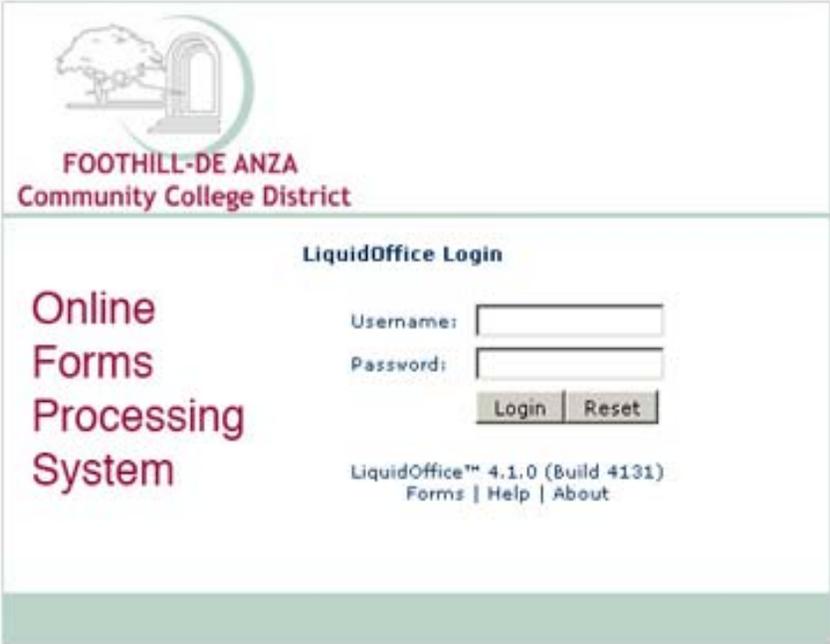
What's In This Guide?

- *Step-by-step directions for submitting a time report*
- *Overview of the Liquid Office workspace*
- *Answers to frequently asked questions*
- *Who to contact when you have problems*
- *Additional notice for Apple users and Safari*

Step-by-Step Directions

1) Before you can access your online time report, you will need to log into Liquid Office. Direct your browser to the following URL: **http://liquid.fhda.edu**

Use the "username" and "password" that has been e-mailed to you. And remember! This is you personal information, please don't share it with anyone else. Enter your "username" and "password" fields provided, then click on the "Login" button.

2) After clicking the "Login" button, you will be taken to a screen showing one or more folders. Click on the folder labeled "TimeReports" – then you will be shown a list one or more forms. Click on "Time_Report_Classified"

3) Your time report will appear in a separate browser window. Notice the customized information already filled in for you. You do not need to enter your job title, pay/reporting period, your name, ID, supervisor, or leave balances. This information is system generated. Each time you fill out a report, review this information to make sure it is correct. Contact the Payroll Office at extension 6257.

4) Now that you can fill in your time report, the first step is complete the section "Contract Hours Worked Each Day" – Go to each day of your normal work week and fill in the hours that you normally work. For example, if you work 8 hours each Monday through Friday, then fill in 8 for each of those days.

Contract Hours Worked Each Day:

Su	M	Tu	W	Th	F	Sa	Total/Week
	8.00	8.00	8.00	8.00	8.00		40.00

Date of Exception   **Hours**   **Earnings Code**

Select Date ▾	0 ▾	.00 ▾	000-None

5) Next, you need to add all of your exceptions for the current pay period. An exception is the same as reporting your sick days, personal leaves, and other hourly adjustments such as overtime. Much like your paper time report – you choose the date, number of hours, and earnings code associated with each adjustment.

Date	Code	Hours	Date	Code	Hours
15			1		
16			2		
17			3		
18			4		
19			5		
20			6		
21			7		
22			8		
23			9		
24			10		
25			11		
26			12		
27			13		
28			14		
29					
30					
31					

SUMMARY

EARN CODE	HRS
(A) ____	____
(B) ____	____
(C) ____	____
(D) ____	____
(E) ____	____
(F) ____	____

See Reverse Side for Codes

‹‹ Just like you wrote in subtractions to your normal weekly hours, declaring exceptions on your online time report is the exact same process.

6) To add an exception, click on the drop-down box labeled "Select Date" – Only dates covering the current pay period will be listed. Select the day that applies to the particular exception you are listing.

Date of Exception

Select Date ▾

Select Date ▲
Tue 08-15-2006
Wed 08-16-2006
Thu 08-17-2006
Fri 08-18-2006
Sat 08-19-2006
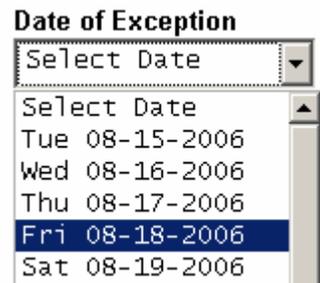
7) Next select the hours associated with the exception. There are two menu boxes under "Hours" – you can select whole hours (1-12) and partial hours (0.25, 0.50, 0.75) – Select the actual number of hours for the date of exception. For example, if you are selecting overtime, then only select the extra hours worked on that day. If you had an overtime amount of 2 hours, then select 2.

Hours

| 0 ▼ | .00 ▼ |

```
0
1
2
3
4
5
6
7
8
9
10
11
12
```

8) Afterward, you need to select a code for the exception. The menu under "Earnings Code" has an entire list of codes much like the back of your paper time report. Select the code that applies to the exception you are entering. For example, you can select sick leave, or an option for overtime. Some codes may ask for additional information which you will need to provide.

Earnings Code

| 000-None ▼ | Enter |

```
000-None
030-Overtime @ 2.0 (Report actual hours only.)
032-Overtime @ 1.5 (Report actual hours only.)
034-Straight time worked for FTE less than 1.0
153-Floating holiday
170-Vacation
180-Sick leave
220-Military leave
240-Bereavement leave
255-Industrial leave 60th day (Benefit Spec.approval req.)
256-Industrial leave 61st day on (Ben.Spec.approval req.)
260-Jury duty (Give court document to payroll.)
270-O/T worked for comp time (Report actual OT hours.)
290-Comp time taken
300-Personal leave
420-Unpaid leave
450-Unauthorized absence
```

9) The final step after entering the date, hours, and exceptions code, is to click on "Enter" on the right side of the earnings code menu. You will then see this entry added to the "List of Exceptions" which is located immediately below the "Date of Exception" – and it will be included in the "Totals for Exceptions" box on the right side of the form.

Many employees will need to add several exceptions throughout a pay period. In this example, to add another exception, simply return to the Date of Exception menu, select another date, select the hours, and lastly select an exception code. Then click "Enter" to confirm your entry. You can do this as many times as needed for your time report.

Note: Some employees have noted that two different kinds of overtime codes will need to be entered for the same day. You can enter multiple codes for the same day if necessary.

10) If you need to delete an exception, for example if you made a mistake, click on it in the "List of Exceptions" box, then click the "Delete" button to the right of this box.

If you would like to sort the exception entries by their date, click on the "Sort by Date" button. Also if would like fast access to tips about filling out your time report, there is some additional content prepared - Click the "Questions/Help" button to access it.

11) You can leave a message for the person who approves your time report in the comments box. This is not a required field. Note: Any remarks placed in the comments field become part of your permanent employee record.

12) After you review your time report, it will need to be signed and submitted to your supervisor for approval. To sign your time report, click anywhere within the grey box labeled "Employee Signature" near the bottom of the time report. You will be presented with a confirmation box, click "Ok" to complete your signature. You will see that your name, date, and time of signing has been replaced within the grey box.

Comments (240 characters allowed):

I hereby affirm that, with the exceptions reported, I have worked the normal contract hours for the period covered by this time report.

Wednesday, October 04, 2006 3:41:54 PM

Send for Approval   Go

13) Finally to send the time report to your manager, select "Send for Approval" in the menu at the bottom of the time report. Then click on the "Go" to begin the submission process. You will be presented with a confirmation that your time report was accepted and then returned to Liquid Office. You are now finished! That was easy!

You have two options to take advantage of besides submitting your time report. If you are not ready to submit, and would like to return to your time report at a later date, select "Save Form" and then click "Go" – after confirming your choice, your time report will be saved in the Liquid Office "Inbox" and should be at the top of the list. The Inbox, and how to use it, is detailed later in this guide.

The last option is to cancel your time report and start over. Select "Cancel" in the menu and then click "Go" – after confirming then your time report will be deleted, and you can open a new one.

Send for Approval   Go
Send for Approval
Save Form
Cancel

What is Liquid Office?

Liquid Office is the document management system that Foothill-De Anza is using to provide the online time report service for employees. It is an efficient and entirely electronic platform that not only provides a useable form on your computer, but also document storage, and extra organization for supervisors.

You can access Liquid Office using the following URL - http://liquid.fhda.edu
A username and password is required to access your account, this should have been emailed to you along with the invitation to begin using your time report. **Tip:** *You can visit the "My Profile" tab near the top right of the Liquid Office workspace and change your assigned password to something easier for you to remember.*

Once you login, your Liquid Office account provides a simple document management system that is useful for employees. Here is a break down of those major sections, and what they can do for you:

- **Forms Tab –** As the Liquid Office system grows, FHDA will expand the uses beyond just the time report for payroll, and will include many other kinds of documents. Those will be organized here.
- **Inbox Tab –** Your inbox serves as a storage place for uncompleted forms and documents you have received from other employees. For example, if you begin filling out a time report with only a few exceptions, and then return later to add more – the unfinished time report will kept in the Inbox. Other information such as the form creator, and dates are shown here.

Liquid Office also provides for e-mail notifications when things change, such as when a time report has been sent back for further corrections.

Frequently Asked Questions

a) **Are the time reports available off-campus?** Yes, these reports are accessible off-site.

b) **Which computers are supported?** The time reports will run on PCs (Windows XP and Windows 2000) and Apple computers (Mac OS X only). Apple computers running older operating systems (version 9 or lower) are not supported.

c) **Which browsers are supported?** Use Internet Explorer or Firefox if you are a PC user. You must use Firefox if you are using an Apple computer. Do not use Safari. If you are not sure about your default browser, contact the Call Center (ext. 8324), and they will show you how to set up your default browser.

d) **What if I do not have access to a computer?** If you are not able to access a computer, you will need to fill out a paper time report. Please request a paper report from Payroll Services.

e) **What if I need to get my report back after I've submitted it?** Contact your supervisor or Payroll Services and request that you need your report sent back to you for editing. You will be notified by e-mail when it is available in your Liquid Office Account Inbox.

f) **Is my Liquid Office Account Inbox a mail box?** No, the Inbox is used only by the Liquid Office system to store time reports (both new and completed forms). See previous page for an overview of what Liquid Office does.

g) **Will there be separate training sessions for those who approve time reports (i.e. supervisors and managers)?** Yes. There are options available to all those who approve time reports that will need to be reviewed by supervisors and managers.

Who to Contact

Questions about your time report and payment information should be directed to the Payroll department at extension 6257.

Technical problems, such as changing your browser, should be directed to the ETS Call Center at extension 8324.

Additional Information: Apple Mac OS X and Safari

We have determined that using Safari to work with your time report and Liquid Office can pose some usability issues. We highly encourage you to use the official ETS browser, Firefox, to fill out and submit time reports. If you do not have Firefox installed, call the ETS Call Center, extension 8324, and they can assist you with the installation process.

If you are still using Safari, you will receive a warning message and will not be able to complete a time report.

If you already use Firefox, you should verify that it is the default browser to prevent unexpected problems when using Liquid Office – to do this run through the following steps:

- Open Firefox. Go to the "Firefox" menu and select the "Preferences" choice.

- You will see a window that opens by default to the "General" settings. Find the section called "Default Browser". Be sure the checkbox next to "Firefox should check to see if it is the default browser when starting" is selected.

- Additionally, select the "Check Now" button. You may see a window pop up with the statement. "Firefox is already set as your default browser", to which you will select the "OK" button. Otherwise you will see a window with the following statement:

- "Firefox is not currently set as your default browser. Would you like to make it your default browser?"

- Select the "Yes" choice, close the "General" (Options/Preferences) window, and you are done.

- The result of the change is that Firefox will open when you double-click a link in your email messages. Selecting Firefox as your default browser will also prevent problems with the Liquid Office time report form.