



WELCOME TO IVC

New Hire Timesheet Information

To access your monthly timesheet follow the steps below.

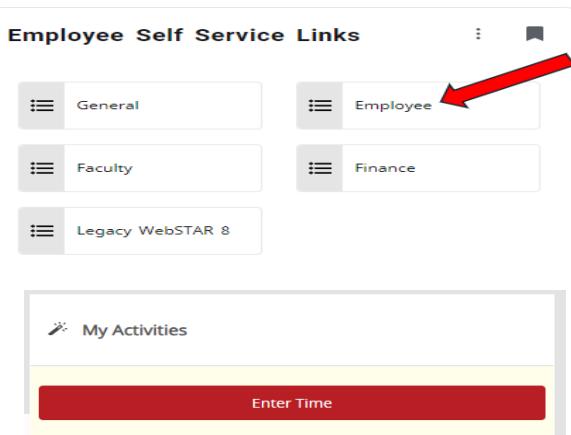
This process applies to the following employee groups (i.e., classified part-time, substitute/short-term, professional experts, part-time faculty non-teaching/non-credit)

Step 1

Go to: Imperial.edu; from the **Login** drop-down menu, **Click** on WebSTAR (use your login credentials), it will route you to the Self Service page. From the Employee Self Service Links box, **Click** on Employee.

Step 2

From the Employee Dashboard, **Click** on “Enter Time”



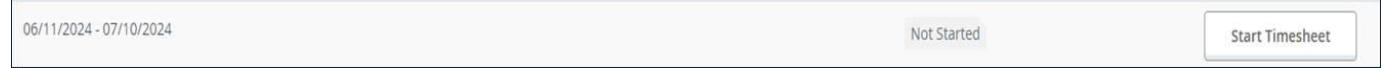
Step 3

If you started your timesheet, **Click** on “In Progress” option.



OR

Click on “Start Time” if you have not started the new timesheet.

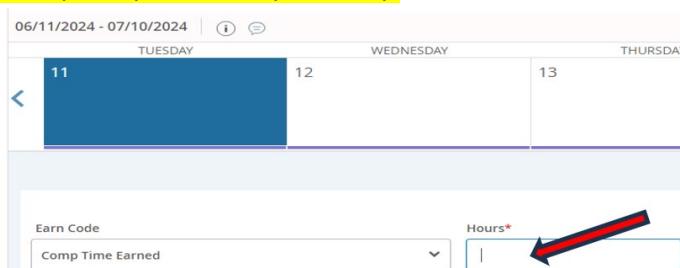


Step 4

To report hours worked:

Click on the date, and from the Earn Code box, **Click** on the drop-down arrow to select the earn code, **Type** the hours in the “Hours” box.

The system requires you to save your entry.



*** If you need to change the earn code or hours, **Select** the date, and **Click** on edit to make the adjustment/corrections.



06/11/2024 - 07/10/2024 | 0.00 Hours | **In Progress** | Submit By 07/11/24

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
11 0.00 Hours	12	13	14	15	16	17
Add Earn Code						
Vacation Pay 0.00 Hours						

Step 5

To preview the timesheet, **Click** on the “Preview” button on the right bottom corner.



Once you are ready to submit the timesheet, **Click** on “Submit” from the right bottom option. If you are not ready to submit the timesheet, **Click** “Return” and it will route you back to the timesheet page.



REMINDER



- Timesheets are due by the 10th of each month for: Classified Employees, Part-Time Faculty (non-teaching, non-credit), Professional Experts and Substitute/Short-term
- Timesheet period is from the 11th of the month to the 10th of the following month (except during the month of December).
- If the 10th of the month falls on a weekend, the timesheet is due the following workday.
- Payday is on the last workday of the month.

If you missed the timesheet deadline, please follow the instructions on the next page.

How To Complete a Timesheet/Leave Report Adjustment Request

Copy the link below to your browser:

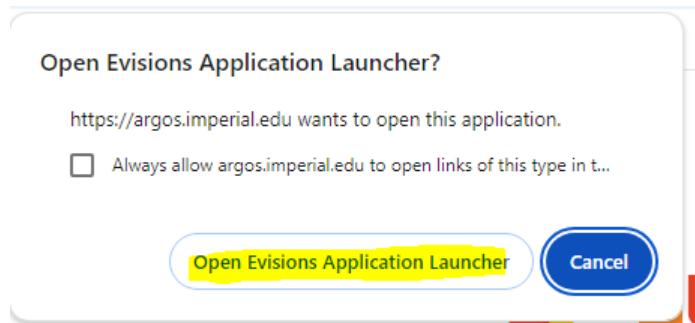
<https://www.imperial.edu/faculty-and-staff/human-resources/forms/index.html>

1. Once the page loads, click on option #2

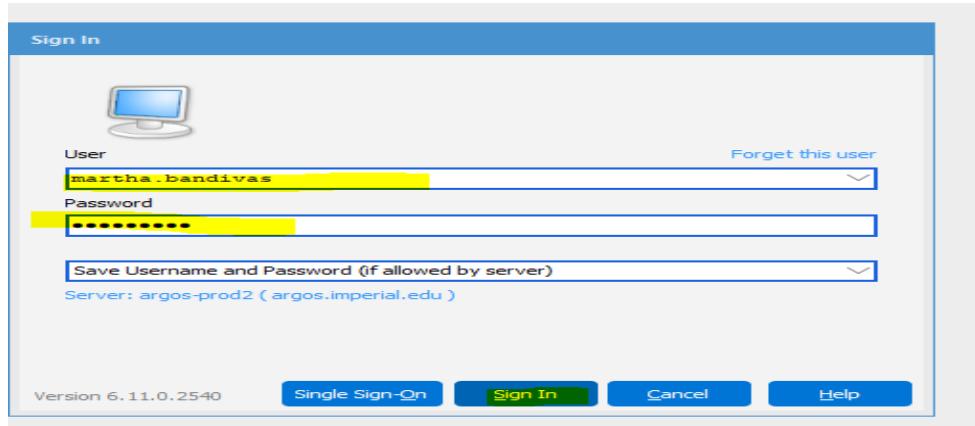
Digital Forms

1. [Electronic Timesheet / Leave Report](#)
2. [Timesheet / Leave Report Adjustment Request](#)
3. [Shift Change Request \(Emp to Sup\)](#)
4. [Shift Change Request \(Sup to Emp\)](#)
5. [Shift Change Request History \(for Managers\)](#)
6. [Leave Request Status \(for employee\)](#)
7. [Leave Request Calendar \(for Managers\)](#)
8. [Leave Request History \(for Managers\)](#)
9. [Interactive Service Days Calendar](#)
10. [PT Office Hours Form](#)
11. [PT Office Hours Form \(Web\)](#)
12. [Leave Request \(for employees\)](#)
13. [Classified Performance Appraisal](#)
14. [Catastrophic Pool Donation](#)

2. Select: Open Evisions Application Launcher



3. Log in with your First Name. Last Name and your email password.

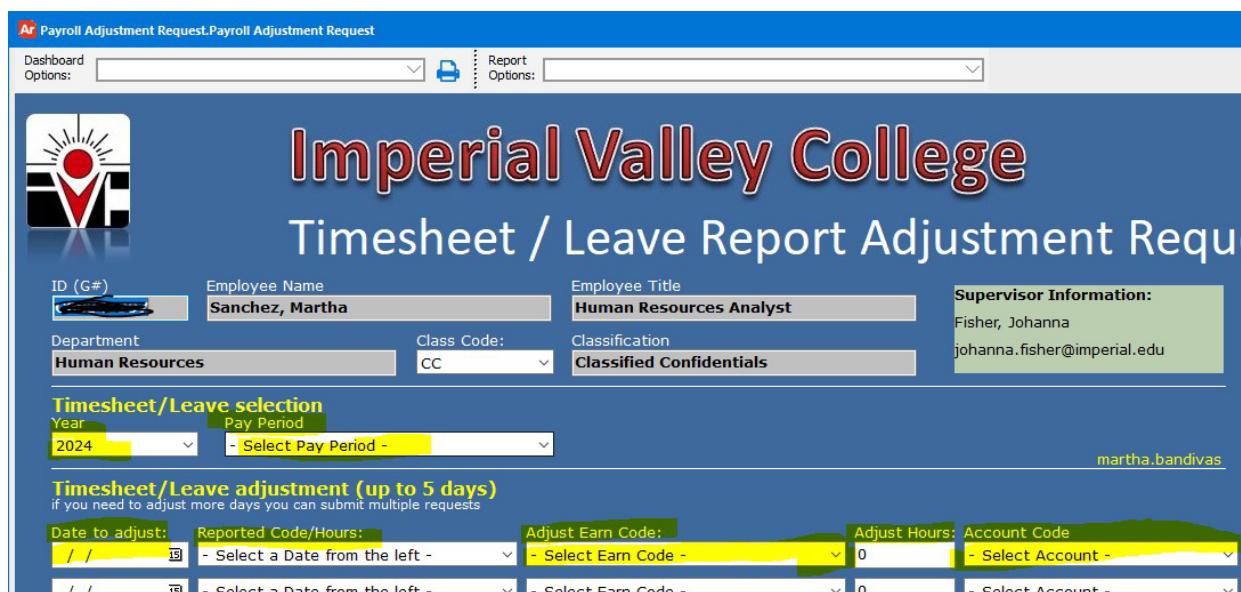


The image shows a 'Sign In' window with a blue header. It features a computer monitor icon, a 'User' field containing 'martha.bandivas', a 'Password' field with masked text, and a 'Save Username and Password' dropdown set to 'Save'. Below the fields are buttons for 'Single Sign-On', 'Sign In', 'Cancel', and 'Help'. At the bottom, it says 'Version 6.11.0.2540'.

4. The Timesheet/Leave Report Adjustment Request form should populate.

Please make sure to complete everything highlighted in yellow:

- **Year**
- **Pay Period**
- **Date to Adjust**
- **Reported Code/Hours**
- **Adjust Earn Code** – Select: (Example Option: PT Office Hour Code)
- **Adjust Hours** – Enter the number of hours for that day
- **Account Code** – Select: Account Code, and it will populate automatically



The image shows the 'Payroll Adjustment Request' form for Imperial Valley College. It includes fields for Employee Name (Sanchez, Martha), Employee Title (Human Resources Analyst), Department (Human Resources), Class Code (CC), Classification (Classified Confidential), and Supervisor Information (Fisher, Johanna, joanna.fisher@imperial.edu). The 'Timesheet / Leave selection' section shows 'Year' (2024) and 'Pay Period' dropdowns. The 'Timesheet / Leave adjustment (up to 5 days)' section includes 'Date to adjust' (2024-01-15), 'Reported Code/Hours' (dropdown), 'Adjust Earn Code' (dropdown), 'Adjust Hours' (0), and 'Account Code' (dropdown). A note at the bottom says 'if you need to adjust more days you can submit multiple requests'.

Once you have completed all the information, submit your request for approval.

Timesheet/Leave selection

Year: 2024 Pay Period: Aug 11 - Sep 10

martha.bandivas

Timesheet/Leave adjustment (up to 5 days)
if you need to adjust more days you can submit multiple requests

Date to adjust:	Reported Code/Hours:	Adjust Earn Code:	Adjust Hours:	Account Code
08/12/2024	UNREPORTED DATE	Bereavement	5	11001-103-2107-6730
/ /	- Select a Date from the left -	- Select Earn Code -	0	- Select Account -
/ /	- Select a Date from the left -	- Select Earn Code -	0	- Select Account -
/ /	- Select a Date from the left -	- Select Earn Code -	0	- Select Account -
/ /	- Select a Date from the left -	- Select Earn Code -	0	- Select Account -

Reason for Adjustment:

Submit

