



## WELCOME TO IVC New Hire Timesheet Information

To access your monthly timesheet follow the steps below.

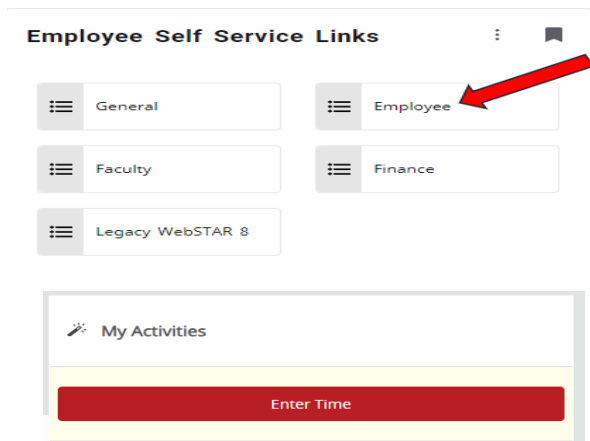
This process applies to the following employee groups (i.e., classified part-time, substitute/short-term, professional experts, part-time faculty non-teaching/non-credit)

### 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.

06/11/2024 - 07/10/2024	In Progress	
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OR

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

06/11/2024 - 07/10/2024	Not Started	Start Timesheet
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### 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.

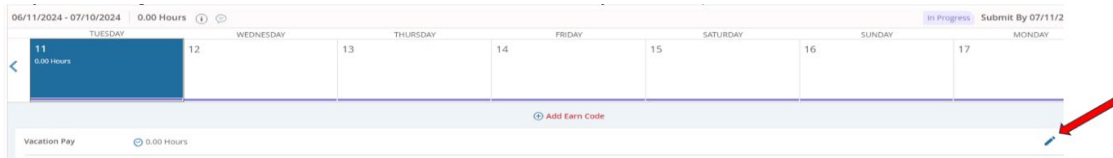
**The system requires you to save your entry.**

06/11/2024 - 07/10/2024		
TUESDAY	WEDNESDAY	THURSDAY
11	12	13

Earn Code	Hours*
Comp Time Earned	

\*\*\* 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 07/11/2

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
11 0.00 Hours	12	13	14	15	16	17

Vacation Pay 0.00 Hours Add Earn Code

### Step 5

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



Cancel Save Preview


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.



Return Submit

## REMINDER

- Timesheets are due by the 10<sup>th</sup> of each month for: Classified Employees, Part-Time Faculty (non-teaching, non-credit), Professional Experts and Substitute/Short-term
- Timesheet period is from the 11<sup>th</sup> of the month to the 10<sup>th</sup> of the following month (except during the month of December).
- If the 10<sup>th</sup> 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:

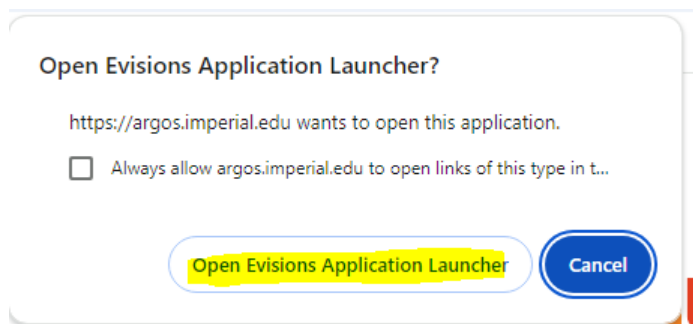
<https://www.imperial.edu/faculty-and-staff/human-resources/forms/index.html>

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

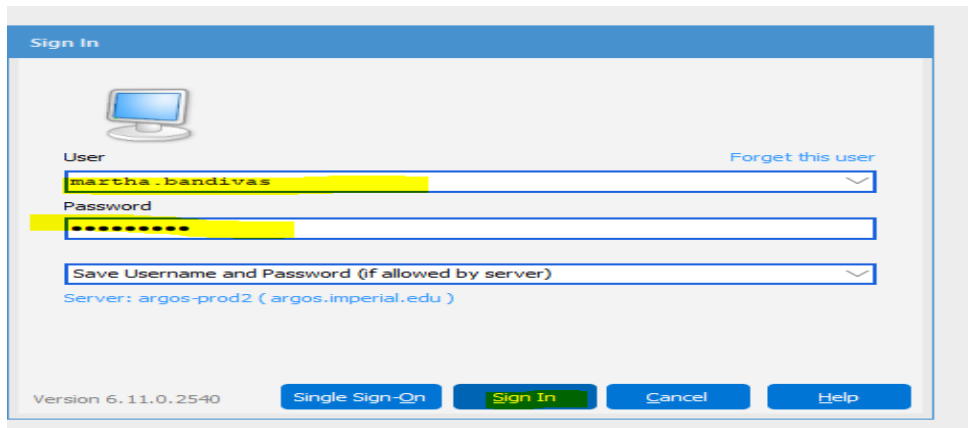
## Digital Forms

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**.

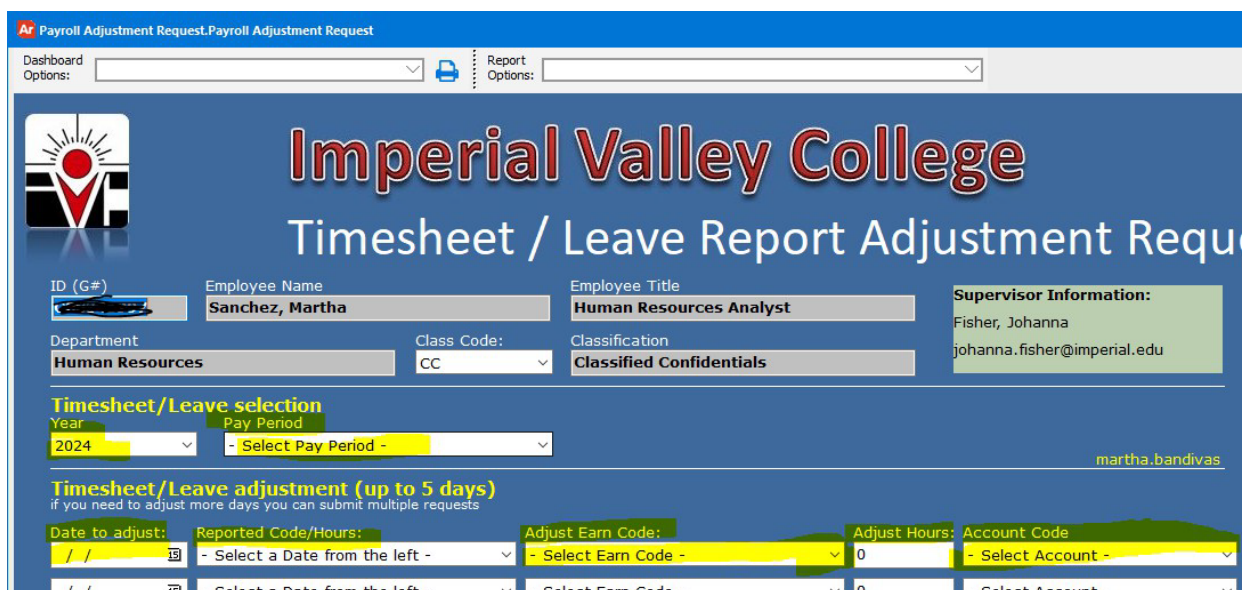


The image shows a 'Sign In' window with a blue header. It contains a computer icon, a 'User' field with the text 'martha.bandivas', a 'Password' field with masked characters, and a 'Save Username and Password (if allowed by server)' checkbox. Below these fields is the text 'Server: argos-prod2 ( argos.imperial.edu )'. At the bottom, there are four buttons: 'Single Sign-On', 'Sign In' (highlighted in green), 'Cancel', and 'Help'. The version number 'Version 6. 11.0. 2540' is displayed in the bottom left corner.

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 'Imperial Valley College Timesheet / Leave Report Adjustment Request' form. The form has a blue header with the college logo and name. Below the header, there are fields for 'ID (G#)', 'Employee Name' (Sanchez, Martha), 'Employee Title' (Human Resources Analyst), 'Department' (Human Resources), 'Class Code' (CC), and 'Classification' (Classified Confidentials). There is also a 'Supervisor Information' section with the name 'Fisher, Johanna' and email 'johanna.fisher@imperial.edu'. The 'Timesheet/Leave selection' section includes 'Year' (2024) and 'Pay Period' (Select Pay Period -). The 'Timesheet/Leave adjustment (up to 5 days)' section includes a table with columns for 'Date to adjust:', 'Reported Code/Hours:', 'Adjust Earn Code:', 'Adjust Hours:', and 'Account Code:'. The table has two rows, with the first row highlighted in yellow. The first row shows a date of 1/1/19, a reported code of 'Select a Date from the left -', an adjust earn code of 'Select Earn Code -', adjust hours of 0, and an account code of 'Select Account -'.

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**

