WELCOME TO IVC
New Hire Timesheet Information

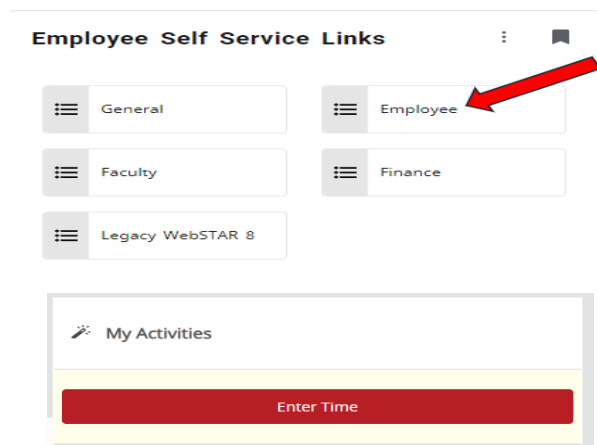To access your monthly timesheet for exceptional reporting follow the steps below.

This process does not apply 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 9 page. From the Employee Self Service Links box, Click on Employee.
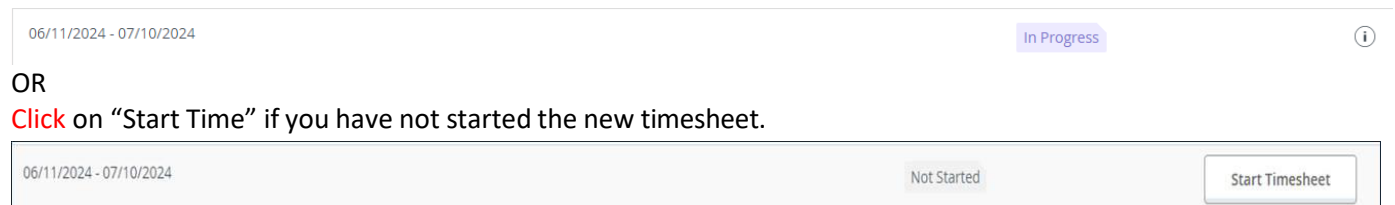
Step 2
From the Employee Dashboard, Click on "Enter Time"

Step 3
If you started your timesheet, Click on "In Progress" option.

| 06/11/2024 - 07/10/2024 | | In Progress | (i) |

OR
Click on "Start Time" if you have not started the new timesheet.

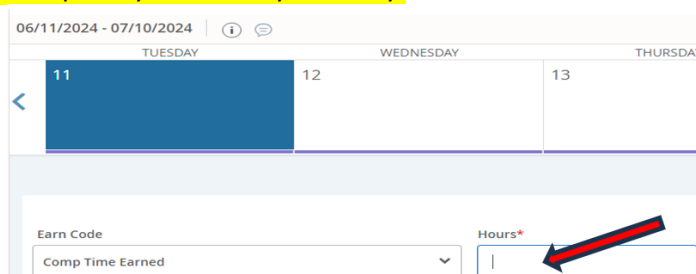| 06/11/2024 - 07/10/2024 | | Not Started | Start Timesheet |

Step 4
To report exceptional time (hours earned above the normal daily/weekly hours or to report time off):

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.

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   *Important*

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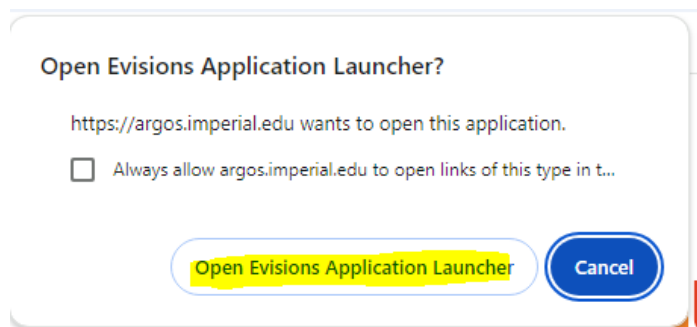
1. Once the page loads, click on option #2

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

Open Evisions Application Launcher?

https://argos.imperial.edu wants to open this application.

☐ Always allow argos.imperial.edu to open links of this type in t...

Open Evisions Application Launcher   Cancel

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

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

<mark>Please make sure to complete everything highlighted in yellow:</mark>

- **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

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

Timesheet/Leave selection

Year	Pay Period	
2024 ⌄	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