How To Complete a Timesheet/Leave Report Adjustment Request 🙂

Copy the link below to your browser:
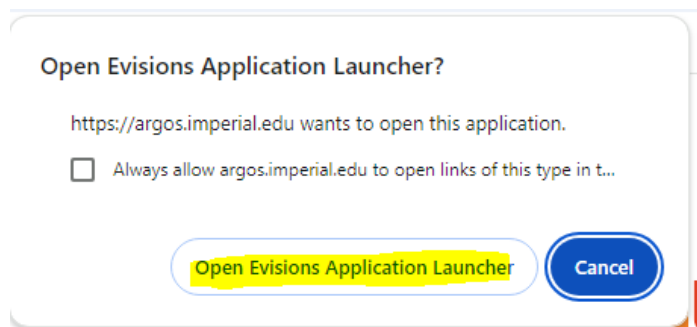
https://www.imperial.edu/faculty-and-staff/human-resources/forms/index.html

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
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