

How To Complete a Timesheet/Leave Report Adjustment Request 😊

Copy the link below to your browser:

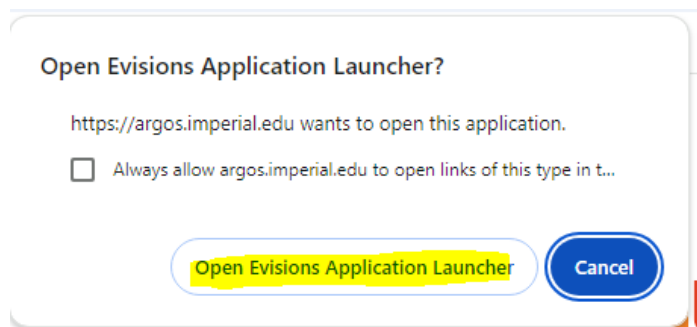
<https://www.imperial.edu/faculty-and-staff/human-resources/forms/index.html>

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**.

Sign In

User Forget this user

martha.bandivas

Password

Save Username and Password (if allowed by server)

Server: argos-prod2 (argos.imperial.edu)

Version 6. 11.0. 2540

Single Sign-On Sign In Cancel Help

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

AR Payroll Adjustment Request.Payroll Adjustment Request

Dashboard Options: Report Options:

Imperial Valley College

Timesheet / Leave Report Adjustment Request

ID (G#) Employee Name Employee Title Supervisor Information:

Sanchez, Martha Human Resources Analyst Fisher, Johanna

Department: Human Resources Class Code: CC Classification: Classified Confidentials johanna.fisher@imperial.edu

Timesheet/Leave selection

Year: 2024 Pay Period: - Select Pay Period - martha.bandivas

Timesheet/Leave adjustment (up to 5 days)

Date to adjust: / / 19 Reported Code/Hours: - Select a Date from the left - Adjust Earn Code: - Select Earn Code - Adjust Hours: 0 Account Code: - 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

