



We are a
2023
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IMPERIAL VALLEY COLLEGE

TIMESHEET USER'S GUIDE



Exceptional Reporting Only



January 2025

HANDOUT INSTRUCTIONS FOR:

- Classified Full-Time Employees

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Timesheet User's Guide

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WHOM DO I CONTACT IF I HAVE QUESTIONS REGARDING MY TIMESHEET?

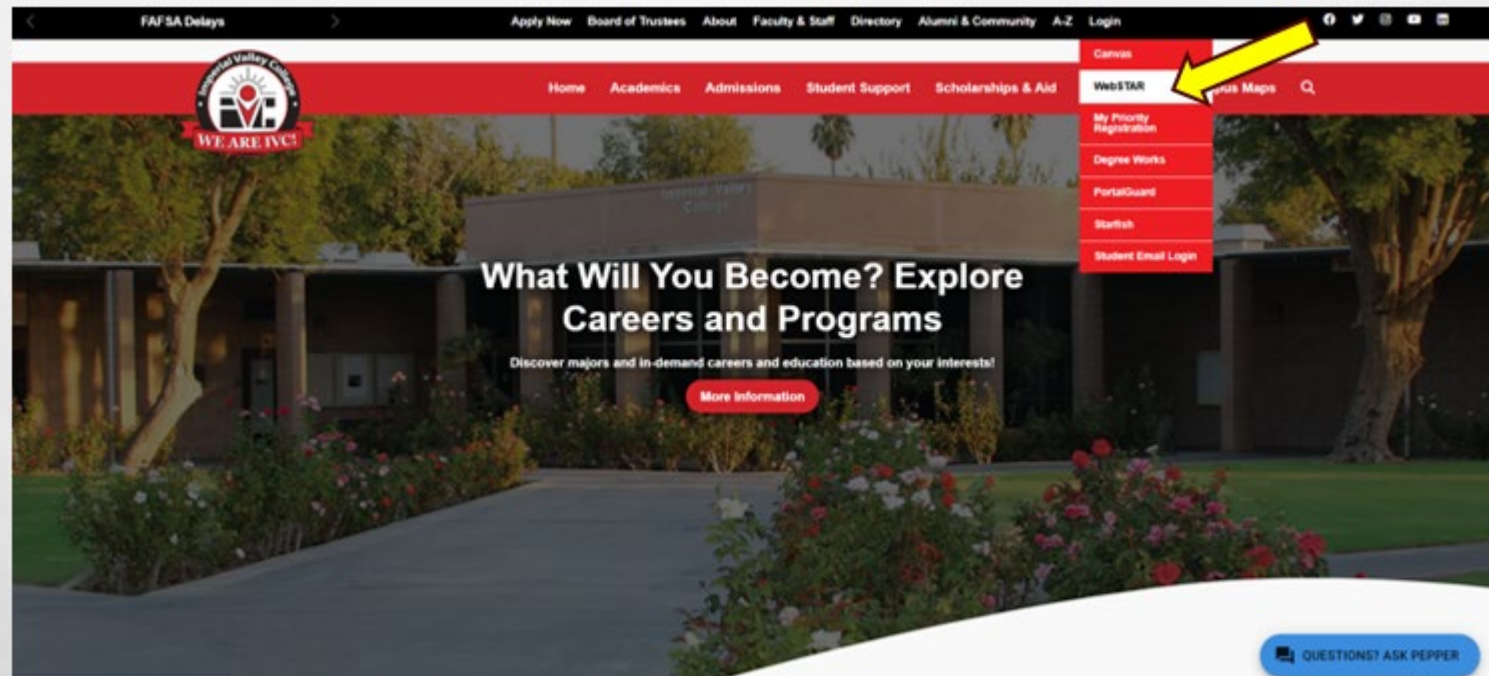
Once the timesheet approval window has closed, you will need to contact the payroll staff for assistance.

- Classified Full-Time Employees

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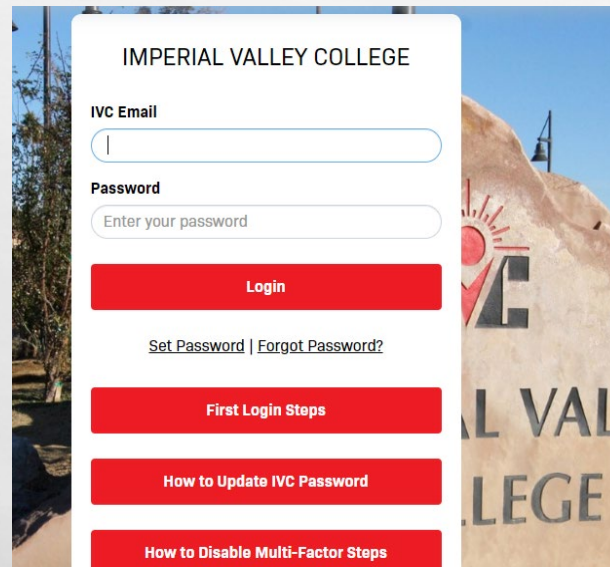
HOW DO I LOGIN TO ACCESS MY WEBSTAR ACCOUNT?

Go To The IVC Website At : imperial.edu - Locate The Login Menu, from the drop-down menu, **Click** on WebSTAR



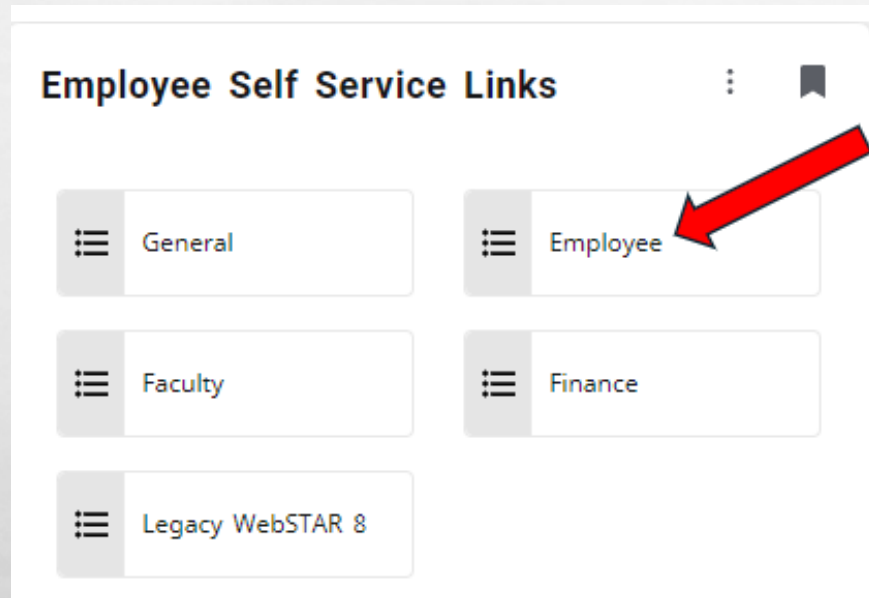
WHAT ARE MY LOGIN CREDENTIALS

Your login credentials are your IVC email and password provided to you by the HR Analyst. If you forget your login credentials, **Click** on “Forgot Password”. If you experience difficulties resetting your password, please contact the service desk at Ext. 6300.

A screenshot of the Imperial Valley College login page. The page is titled "IMPERIAL VALLEY COLLEGE" and features a white login form with a red background. The form includes fields for "IVC Email" and "Password", a red "Login" button, and links for "Set Password" and "Forgot Password?". Below the login form are three red buttons: "First Login Steps", "How to Update IVC Password", and "How to Disable Multi-Factor Steps". The background of the page shows a stone wall with the college's logo and name.

HOW DO I ENTER EXCEPTIONAL HOURS ON MY TIMESHEET?

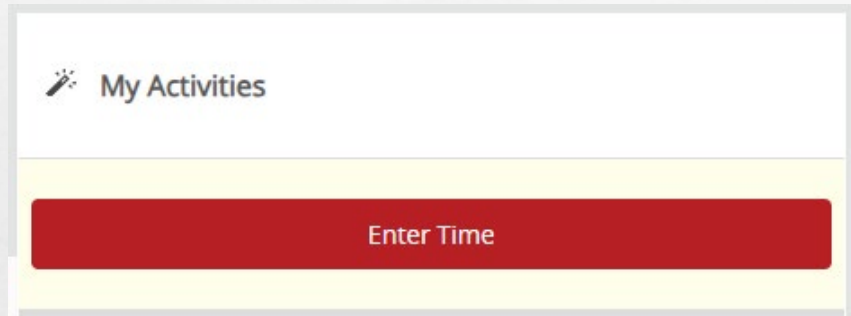
From the **Self Service 9** page, go to the **Employee Self Service Links** box and **Click** on the “**Employee**” tab



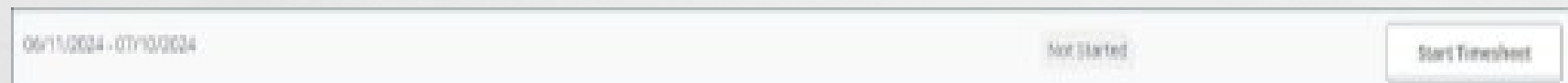
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From the Employee Dashboard, **Click** on “Enter Time”



Click on “Start Timesheet”



If you started your timesheet, it would give you the “**In Progress**” option



Select the calendar date; from the “**Earn Code**” box, **Click** on the drop-down arrow to select the earn code, enter the hours to report on the “**Hours**” box. Save each entry.

06/11/2024 - 07/10/2024

TUESDAY WEDNESDAY THURSDAY

11 12 13

Earn Code
Comp Time Earned

Hours*
|

Earn Code
Vacation Pay

Hours*
[]

HOW DO I CORRECT THE DATE/HOURS?

If you identify a need to change the earn code or hours reported, select the date, **Click** on “**edit**” to make the adjustment/corrections.

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11	12	13 1.25 Hours	14	15 0.50 Hours	16	17 0.25 Hours

Comp Time Earned 1.25 Hours

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

Cancel Save Preview

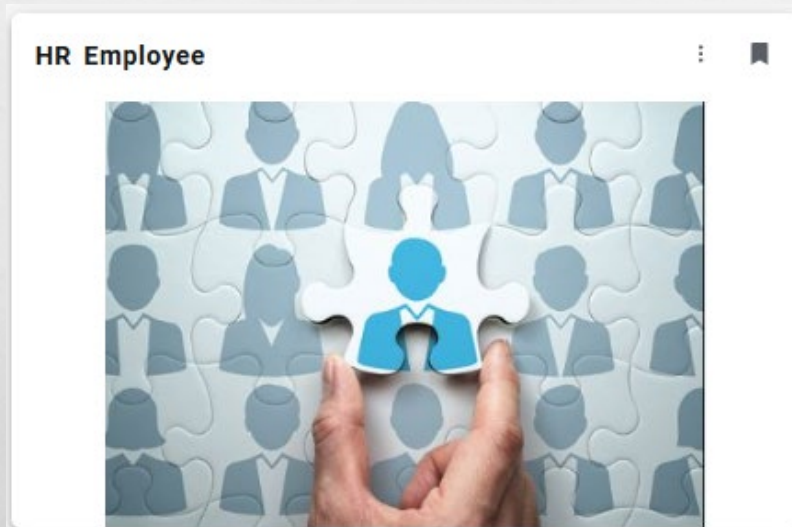
Once you are ready to submit the timesheet, **Click** on “**Submit**” from the right bottom option. If you are not ready to submit the timesheet, **Click** “**Return**” and it will route you back to the timesheet page.

Return Submit

VIEW LEAVE BALANCES

Prior to entering leave time, it is advisable to verify leave balances. The following provides information on viewing leave balances.

From the Self Service 9 page, **Click** on the “HR Employee” box, it will route you to your login credentials (name.lastname and password). **Click** on “Time Off Current Balances and History” to preview your leave balances.



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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 deadline to complete the timesheet, **Go** to the HR Forms page, and under Digital Forms, select #2 Timesheet/Leave Report Adjustment Request.