

IMPERIAL VALLEY COLLEGE



ELECTRONIC TIMESHEET USER'S GUIDE



March 2022

HANDOUT INSTRUCTIONS FOR:

- Classified Employees
- Part-time Faculty
- Professional Experts
- Substitute/Short-term

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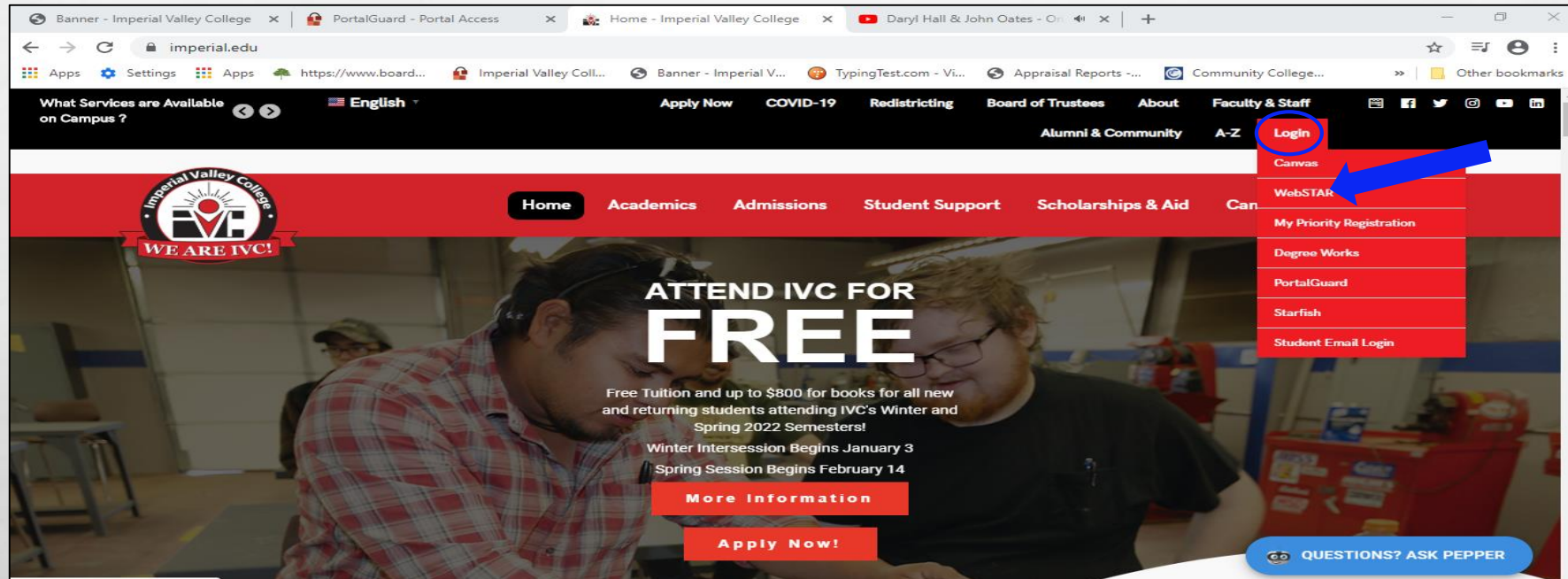
WHOM DO I CONTACT FOR HELP?

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

- Classified/Confidential/Classified Administrator, Substitutes/Short-term:
Gloria Arrington
Phone: (760)355-6208
gloria.arrington@imperial.edu
- Part-time Faculty And Professional Experts:
Martha Ulloa-Bandivas
Phone: (760)355-6210
martha.bandivas@imperial.edu

HOW DO I LOGIN TO ACCESS MY WEBSTAR ACCOUNT?

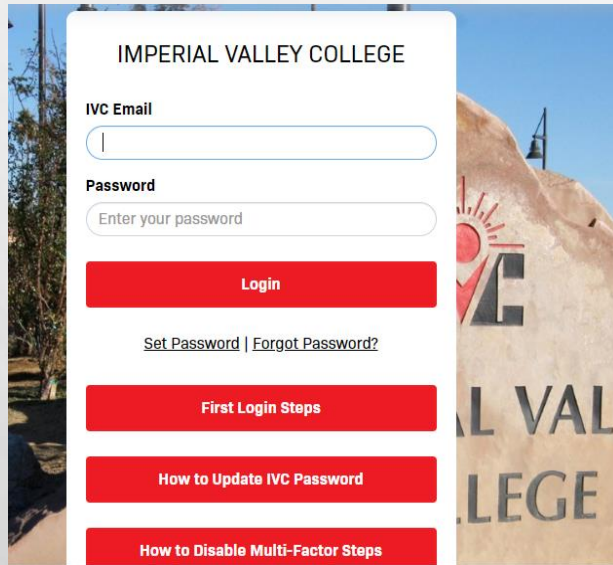
Go To The IVC Website At : imperial.edu - Locate The Login Menu (below Faculty & Staff), Click on WebSTAR



The screenshot shows a web browser window displaying the Imperial Valley College website. The browser's address bar shows the URL [imperial.edu](https://www.imperial.edu). The website's navigation menu is visible, with the 'Login' link highlighted in a red circle. A blue arrow points to the 'WebSTAR' link in the dropdown menu. The main content area features a large banner with the text 'ATTEND IVC FOR FREE' and a 'More Information' button. The banner also includes the text 'Free Tuition and up to \$800 for books for all new and returning students attending IVC's Winter and Spring 2022 Semesters!' and 'Winter Intersession Begins January 3' and 'Spring Session Begins February 14'. A 'GO QUESTIONS? ASK PEPPER' button is located in the bottom right corner of the banner.

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 white with a red header and footer. The main content area is white and contains the following elements: the text "IMPERIAL VALLEY COLLEGE" at the top; a label "IVC Email" above a text input field; a label "Password" above a text input field with the placeholder text "Enter your password"; a red "Login" button; a link "Set Password | Forgot Password?"; a red "First Login Steps" button; a red "How to Update IVC Password" button; and a red "How to Disable Multi-Factor Steps" button. The background of the page shows a stone wall with the college's logo and name partially visible.

IMPERIAL VALLEY COLLEGE

IVC Email

IVC Email

Password

Enter your password

Login

[Set Password](#) | [Forgot Password?](#)

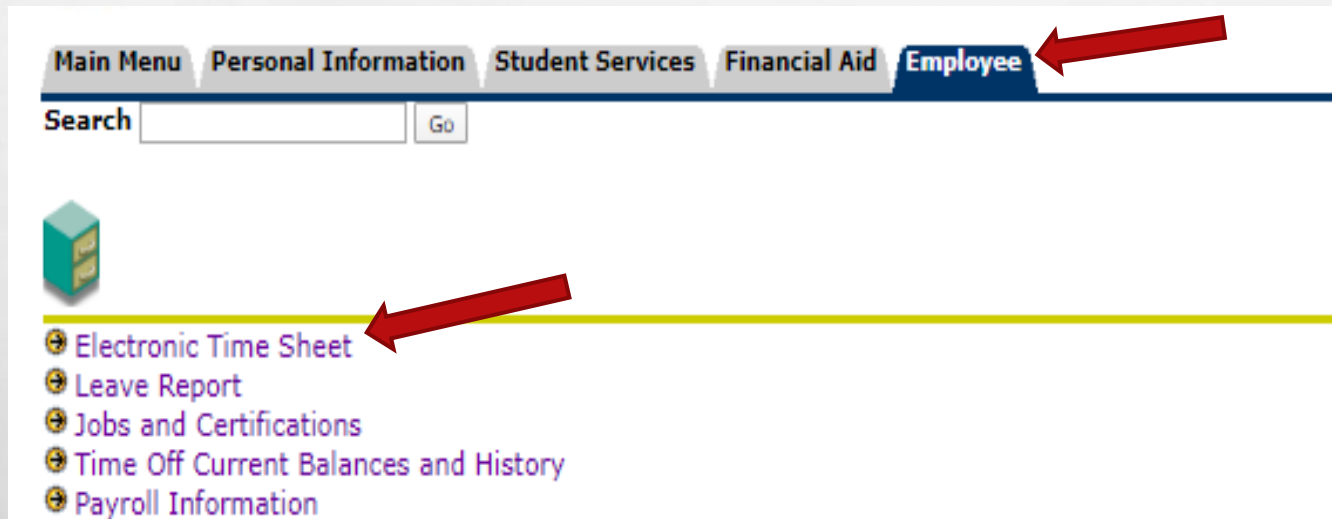
First Login Steps

How to Update IVC Password

How to Disable Multi-Factor Steps

HOW DO I ACCESS MY TIMESHEET ONLINE?

Click on the employee tab and click on “Electronic Time Sheet”

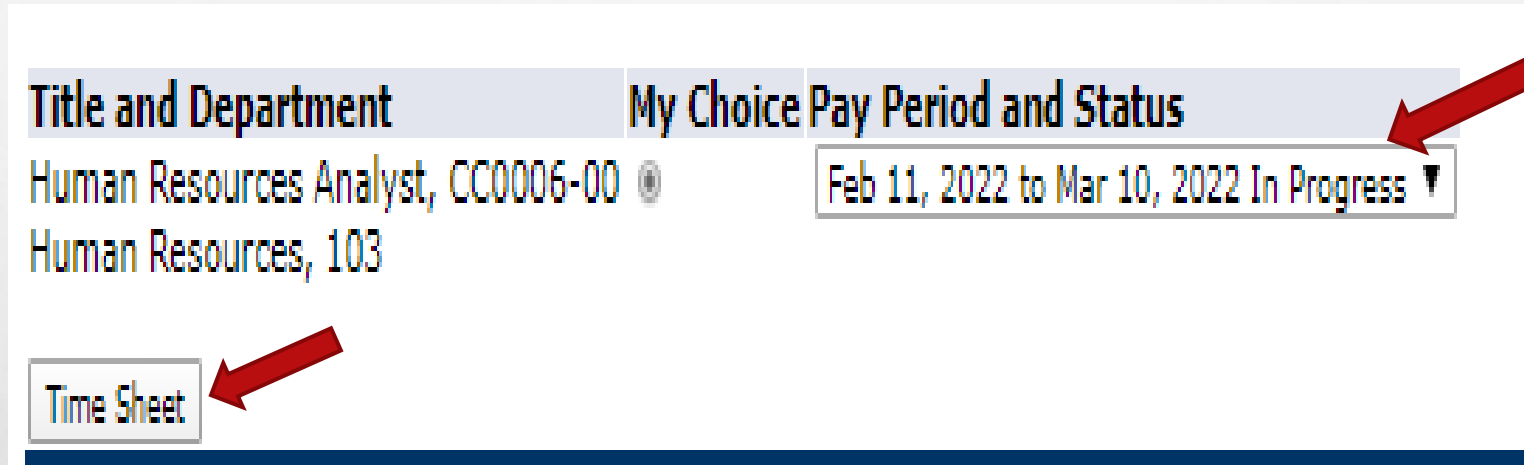


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Select the timesheet period and click on Time Sheet. Example: February 11, 2022 to March 10, 2022.

Title and Department	My Choice	Pay Period and Status
Human Resources Analyst, CC0006-00 © Human Resources, 103		Feb 11, 2022 to Mar 10, 2022 In Progress ▼


[Time Sheet](#)



HOW DO I ENTER ACTUAL HOURS WORKED ON MY TIMESHEET?

Select the reporting column and date, click on “Enter Hours”, enter the hours in the box and click “save” or hit Enter from the keyboard. Click on “Next” at the bottom of the page to access sequential dates.

Time Sheet

 Employees must complete and submit timesheets no later than the 11th of each month. Supervisors will approve all timesheets the 12th and 13th of each month. To begin, click a link up within the period.

[Preview your timesheet](#)

Time Sheet

Title and Number:	Professional Expert -- PE0001-00
Department and Number:	Pool Operations -- 920
Time Sheet Period:	May 11, 2017 to Jun 10, 2017
Submit By Date:	Jun 12, 2017 by 11:59 PM
Earning:	Regular Pay
Date:	Jun 01, 2017
Shift:	1
Hours:	<input type="text"/>

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Jun 01, 2017	Friday Jun 02, 2017	Saturday Jun 03, 2017	Sunday Jun 04, 2017
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0

Submitted for Approval By:

HOW DO I SELECT/COPY ALL DATES AND ACTUAL HOURS WORKED ON MY TIMESHEET?

Select the date and enter the actual hours worked. Click on “copy” and select the dates worked from the timesheet calendar.



Hours: Save Copy Account Distribution

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: _____ Actual Hours Worked, Shift 1
Date and Hours to Copy: Mar 02, 2022, 6 Hours
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:

Friday Feb 11, 2022 <input type="checkbox"/>	Saturday Feb 12, 2022 <input type="checkbox"/>	Sunday Feb 13, 2022 <input type="checkbox"/>	Monday Feb 14, 2022 <input type="checkbox"/>	Tuesday Feb 15, 2022 <input type="checkbox"/>	Wednesday Feb 16, 2022 <input type="checkbox"/>	Thursday Feb 17, 2022 <input type="checkbox"/>
Friday Feb 18, 2022 <input type="checkbox"/>	Saturday Feb 19, 2022 <input type="checkbox"/>	Sunday Feb 20, 2022 <input type="checkbox"/>	Monday Feb 21, 2022 <input type="checkbox"/>	Tuesday Feb 22, 2022 <input type="checkbox"/>	Wednesday Feb 23, 2022 <input type="checkbox"/>	Thursday Feb 24, 2022 <input type="checkbox"/>
Friday Feb 25, 2022 <input type="checkbox"/>	Saturday Feb 26, 2022 <input type="checkbox"/>	Sunday Feb 27, 2022 <input type="checkbox"/>	Monday Feb 28, 2022 <input type="checkbox"/>	Tuesday Mar 01, 2022 <input type="checkbox"/>	Wednesday Mar 02, 2022 <input type="checkbox"/>	Thursday Mar 03, 2022 <input type="checkbox"/>
Friday Mar 04, 2022 <input type="checkbox"/>	Saturday Mar 05, 2022 <input type="checkbox"/>	Sunday Mar 06, 2022 <input type="checkbox"/>	Monday Mar 07, 2022 <input type="checkbox"/>	Tuesday Mar 08, 2022 <input type="checkbox"/>	Wednesday Mar 09, 2022 <input type="checkbox"/>	Thursday Mar 10, 2022 <input type="checkbox"/>

HOW DO I SUBMIT MY TIMESHEET FOR APPROVAL?

Once the timesheet is complete, scroll to the bottom of the form and click on "Submit for Approval".

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday, Jun 01, 2011
Regular Pay	1	0	0		
Sick Pay	1	0	0		
Overtime Time	1	0	0		
Total Hours:			0		
Total Units:				0	

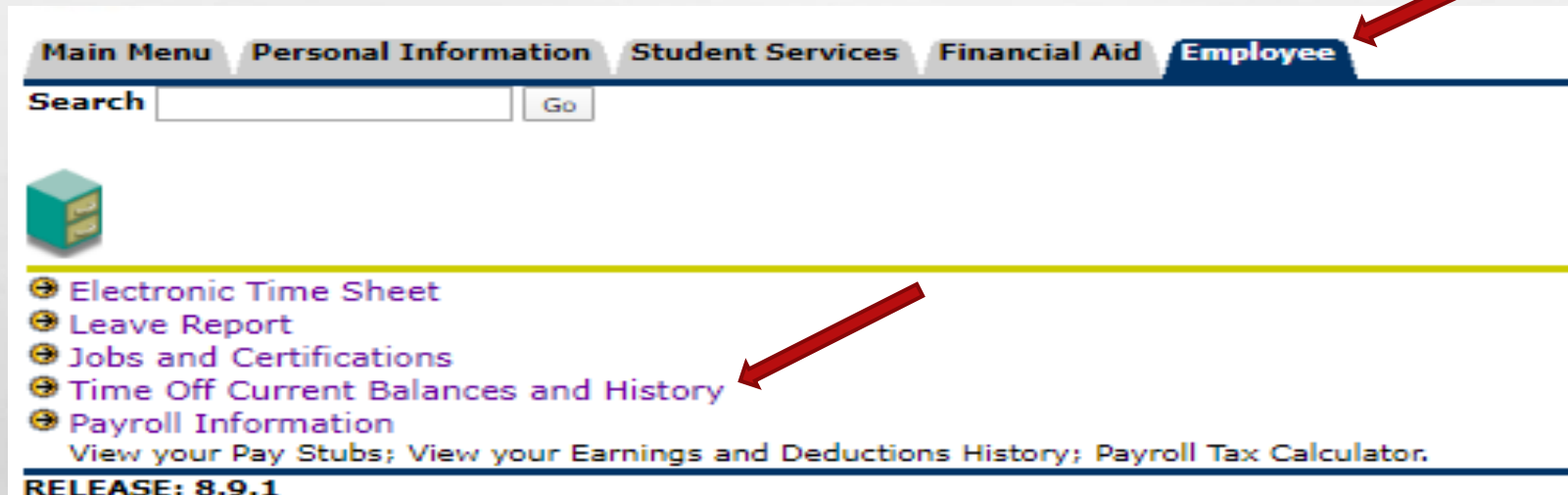
Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.8

VIEW LEAVE BALANCES

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

Click on the “Employee” tab, and then click on “Time Off Current Balances and History.”



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From the view leave balances, click on “click here” to view the leave balances.

View Leave Balances

Click on the link below to get your Leave Balances Argos report

PREVIEW YOUR LEAVE BALANCES

==> [CLICK HERE](#) <==



ADDITIONAL NOTES

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Jun 01, 2011
Regular Pay	1	0	0		
Sick Pay	1	0	0		
Overtime Time	1	0	0		
Total Hours:			0		
Total Units:				0	

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.8

Preview your timesheet

Submit timesheet for approval

Restart your timesheet

Advance to the next sequence of dates

REMINDER



- Timesheets are due by the 10th of each month for: Classified Employees, Part-Time Faculty, Professional Experts and Substitute/Short-term
- Timesheet period will always be from the 11th of the month to the 10th of the following month.
- 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.