\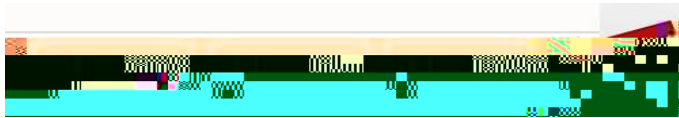*** If you need to change the earn code or hours, Select the date, and Click on edit to make the adjustment/corrections.
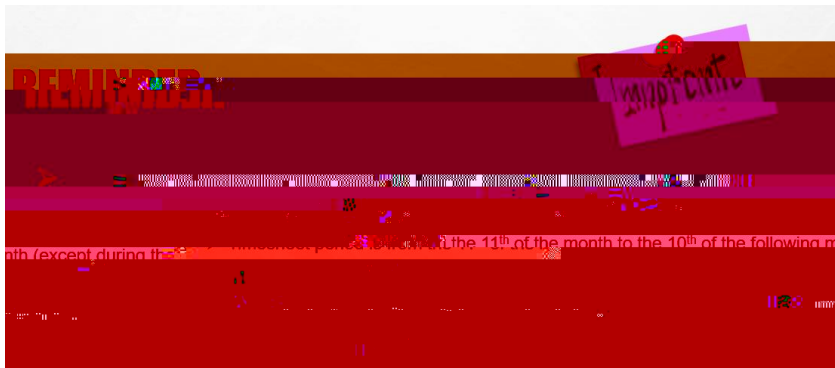

Step 5
To preview the timesheet, Click on the "Preview" button on the right bottom corner.

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.
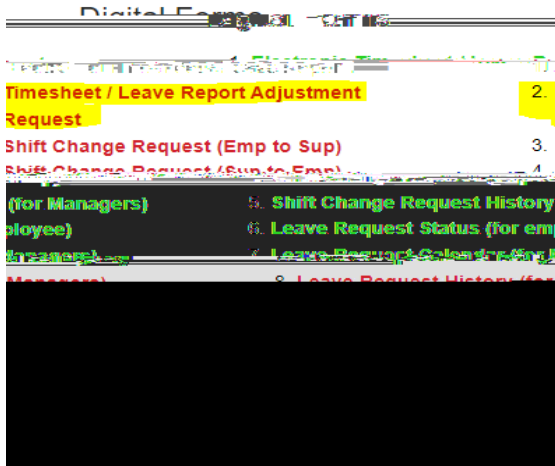

If you missed the timesheet deadline, please follow the instructions **on the next page.**

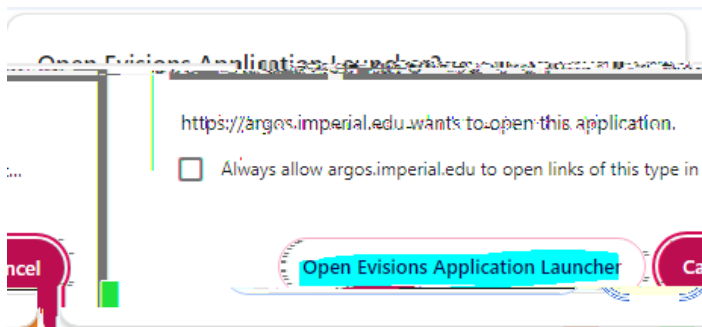# How To Complete a Timesheet/Leave Report Adjustment Request

Copy the link below to your browser:

https://www.imperial.edu/faculty-and-sta /human-resources/forms/index.html

1. Once the page loads, click on opt on #2

2. Select: Open Evisions Applicat on Launcher

3. Log in with your   and your   .

Timesheet/Leave selection

Year
2024

Pay Period
Aug 11 - Sep 10

martha.bandivas

Timesheet/Leave adjustment (up to 5 days)

0	08/12/2024 🗓	UNREPORTED DATE	Bereavement	5	11001-103-2107-673
	/ / 🗓	- 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