

Submitting Additional Job / Faculty Timesheets

1. Go to <https://my.baker.edu/ics>
2. Click on Admin Utilities
3. Log in using Azure
4. Click My Timesheets

My Timesheets

Timesheet FAQs
2017 - 2018 Payroll Schedule
2016 - 2017 Payroll Schedule
Are you unsure of which timesheet to choose? Review the definitions below. If you have any additional questions regarding which timesheet to choose, please contact payroll@baker.edu.

<h3>Additional Job / Faculty Timesheet</h3> <p>Includes but not limited to:</p> <ul style="list-style-type: none">• Writing/ Math Center• Meetings• Tutors• ARC• Registration/ Orientation• Professional Development	<h3>Regular Weekly Timesheet</h3> <p>Includes but not limited to:</p> <ul style="list-style-type: none">• Full Time Non-Exempt employees• Part Time hours (i.e. maintenance, campus safety, facilities, lab assistants, tool crib, clinical coordinators)
<h3>Additional Job / Faculty Timesheets</h3> <p>Create an Additional Job / Faculty Timesheet</p>	<h3>Regular Weekly Timesheets</h3> <p>Visit the ADP Portal to submit your timesheet View My Past Regular Weekly Timesheets</p>

5. Click Create an Additional Job / Faculty Timesheet
6. Select your Supervisor and Campus and type in your Department.
7. Fill in your dates and hours worked as needed with work description.
8. Click **Review Timesheet**
9. If your dates and hours are **correct**, check the boxes to certify the information is correct, that you understand Baker College's Electronic Signature Policy and that you have read and understand the Employee Handbook.
 - a. Click **Submit timesheet**
10. If your dates or hours are **incorrect**, click Go Back and Make Changes and make any corrections needed.
11. You will receive an email confirmation that your supervisor has approved your timesheet and it has been submitted to payroll.

If you have any questions, please contact the payroll department at 989-729-3951 or email payroll@baker.edu.