

## ST THOMAS MORE COLLEGE TIME-SHEET SUBMISSION SCHEDULE

- NOTE: 1. YOUR PAYROLL HOURS MUST BE SUBMITTED AT EACH DEFINED PAY PERIOD'S END DATE IF ANY HOURS HAVE BEEN WORKED.**  
**2. HOURS SHOULD NOT BE ACCUMULATED FOR A FUTURE PAY PERIOD.**  
**3. PAYROLL HOURS MUST BE RECORDED IN WEBSCREENS NO LATER THAN 11:59 PM ON THE DUE DATE**

