

ST. THOMAS MORE COLLEGE TIMESHEET SUBMISSION SCHEDULE

- NOTE:**
1. **TIMESHEETS 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**

