

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.

