

**ST. THOMAS MORE COLLEGE
TIMESHEET SUBMISSION SCHEDULE
Jan 1, 2025 to Apr 30, 2025**

- 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. **PLEASE RECORD A SEPARATE TIMECARD FOR DEC. 21/24, IF WORKED.**
 3. PAYROLL HOURS MUST BE RECORDED IN WEBSCREENS BY 11:59 PM ON THE DUE DATE.

