

**ST. THOMAS MORE COLLEGE  
TIMESHEET SUBMISSION SCHEDULE  
May 1, 2025 to Aug 31, 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.  
3. PAYROLL HOURS MUST BE RECORDED IN WEBSCREENS BY 11:59 PM ON THE DUE DATE.

