

**ST. THOMAS MORE COLLEGE
TIMESHEET SUBMISSION SCHEDULE
Sept 1, 2025 to Dec 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.

