

ST. THOMAS MORE COLLEGE TIMESHEET SUBMISSION SCHEDULE

Sept 1, 2026 to Dec 31, 2026

- 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.

