

ST. THOMAS MORE COLLEGE TIMESHEET SUBMISSION SCHEDULE

Jan 1, 2026 to Apr 30, 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. **Hours worked from Dec 17 - Dec 24/25 - paid Jan 6, 2026**

