

## ST THOMAS MORE COLLEGE TIME-SHEET SUBMISSION SCHEDULE

- 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. ALL TIMESHEETS ARE DUE NO LATER THAN 10:00 AM ON THE DUE DATE**

