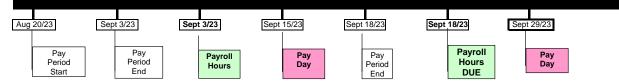
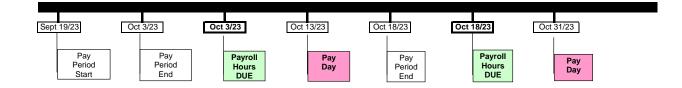
ST. THOMAS MORE COLLEGE TIMESHEET SUBMISSION SCHEDULE

NOTE: 1. TIMESHEETS MUST BE SUBMITTED AT <u>EACH</u> DEFINED PAY PERIOD'S END DATE IF <u>ANY</u> HOURS HAVE BEEN WORKED. 2. HOURS SHOULD NOT BE ACCUMULATED FOR A FUTURE PAY PERIOD.

3. PAYROLL HOURS MUST BE RECORDED IN WEBSCREENS NO LATER THAN 11:59 PM ON THE DUE DATE





Oct 19/23	9/23 Nov 2/23		Nov 2/23		Nov	Nov 15/23		Nov 17/23		Nov 17/23		Nov 30/23	
Pay Period Start		Pay Period End		Payroll Hours DUE		Pay Day		Pay Period End		Payroll Hours DUE		Pay Day	

