

**TRS Timesheet Schedule
July 2020 - June 2021**

PAYROLL ID	TIME PERIOD	EMPLOYEE SUPERVISOR TIMEKEEPER DEADLINE	APPROVER DEADLINE	Check Date
S1	07/01/2020-07/15/2020	07/20/2020	10/09/2020	7/15/2020
SM	07/01/2020-07/15/2020	07/20/2020	10/09/2020	7/31/2020
S1	07/16/2020-07/31/2020	08/05/2020	10/09/2020	7/31/2020
SM	07/16/2020-07/31/2020	08/05/2020	10/09/2020	8/14/2020
MN	07/01/2020-07/31/2020	08/10/2020	10/09/2020	7/31/2020
S1	08/01/2020-08/15/2020	08/19/2020	11/10/2020	8/14/2020
SM	08/01/2020-08/15/2020	08/19/2020	11/10/2020	8/31/2020
S1	08/16/2020-08/31/2020	09/03/2020	11/10/2020	8/31/2020
SM	08/16/2020-08/31/2020	09/03/2020	11/10/2020	9/15/2020
MN	08/01/2020-08/31/2020	09/10/2020	11/10/2020	8/31/2020
S1	09/01/2020-09/15/2020	09/18/2020	12/10/2020	9/15/2020
SM	09/01/2020-09/15/2020	09/18/2020	12/10/2020	9/30/2020
S1	09/16/2020-09/30/2020	10/05/2020	12/10/2020	9/30/2020
SM	09/16/2020-09/30/2020	10/05/2020	12/10/2020	10/15/2020
MN	09/01/2020-09/30/2020	10/09/2020	12/10/2020	9/30/2020
S1	10/01/2020-10/15/2020	10/20/2020	01/11/2021	10/15/2020
SM	10/01/2020-10/15/2020	10/20/2020	01/11/2021	10/30/2020
S1	10/16/2020-10/31/2020	11/03/2020	01/11/2021	10/30/2020
SM	10/16/2020-10/31/2020	11/03/2020	01/11/2021	11/13/2020
MN	10/01/2020-10/31/2020	11/09/2020	01/11/2021	10/30/2020
S1	11/01/2020-11/15/2020	11/12/2020	02/10/2021	11/13/2020
SM	11/01/2020-11/15/2020	11/12/2020	02/10/2021	11/30/2020
Due to the University Holiday, all time reports must be entered by 10:00 am.				
S1	11/16/2020-11/30/2020	12/03/2020	02/10/2021	11/30/2020
SM	11/16/2020-11/30/2020	12/03/2020	02/10/2021	12/15/2020
MN	11/01/2020-11/30/2020	12/09/2020	02/10/2021	11/30/2020
S1	12/01/2020-12/15/2020	12/14/2020	03/10/2021	12/15/2020
SM	12/01/2020-12/15/2020	12/14/2020	03/10/2021	12/23/2020
Due to the University Holiday, all time reports must be entered by 10:00 am.				
S1	12/16/2020-12/31/2020	01/06/2021	03/10/2021	12/23/2020
SM	12/16/2020-12/31/2020	01/06/2021	03/10/2021	1/15/2021
MN	12/01/2020-12/31/2020	01/11/2021	03/10/2021	12/23/2020

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PAYROLL ID	TIME PERIOD	EMPLOYEE SUPERVISOR TIMEKEEPER DEADLINE	APPROVER DEADLINE	Check Date
S1	01/01/2021-01/15/2021	01/20/2021	04/09/2021	1/15/2021
SM	01/01/2021-01/15/2021	01/20/2021	04/09/2021	1/29/2021
S1	01/16/2021-01/31/2021	02/02/2021	04/09/2021	1/29/2021
SM	01/16/2021-01/31/2021	02/02/2021	04/09/2021	2/12/2021
MN	01/01/2021-01/31/2021	02/10/2021	04/09/2021	1/29/2021
S1	02/01/2021-02/15/2021	02/17/2021	05/10/2021	2/12/2021
SM	02/01/2021-02/15/2021	02/17/2021	05/10/2021	2/26/2021
S1	02/16/2021-02/28/2021	03/03/2021	05/10/2021	2/26/2021
SM	02/16/2021-02/28/2021	03/03/2021	05/10/2021	3/15/2021
MN	02/01/2021-02/28/2021	03/10/2021	05/10/2021	2/26/2021
S1	03/01/2021-03/15/2021	03/18/2021	06/10/2021	3/15/2021
SM	03/01/2021-03/15/2021	03/18/2021	06/10/2021	3/31/2021
S1	03/16/2021-03/31/2021	04/05/2021	06/10/2021	3/31/2021
SM	03/16/2021-03/31/2021	04/05/2021	06/10/2021	4/15/2021
MN	03/01/2021-03/31/2021	04/09/2021	06/10/2021	3/31/2021
S1	04/01/2021-04/15/2021	04/20/2021	07/09/2021	4/15/2021
SM	04/01/2021-04/15/2021	04/20/2021	07/09/2021	4/30/2021
S1	04/16/2021-04/30/2021	05/05/2021	07/09/2021	4/30/2021
SM	04/16/2021-04/30/2021	05/05/2021	07/09/2021	5/14/2021
MN	04/01/2021-04/30/2021	05/10/2021	07/09/2021	4/30/2021
S1	05/01/2021-05/15/2021	05/18/2021	08/10/2021	5/14/2021
SM	05/01/2021-05/15/2021	05/18/2021	08/10/2021	5/28/2021
S1	05/16/2021-05/31/2021	06/03/2021	08/10/2021	5/28/2021
SM	05/16/2021-05/31/2021	06/03/2021	08/10/2021	6/15/2021
MN	05/01/2021-05/31/2021	06/10/2021	08/10/2021	5/28/2021
S1	06/01/2021-06/15/2021	06/18/2021	09/10/2021	6/15/2021
SM	06/01/2021-06/15/2021	06/18/2021	09/10/2021	6/30/2021
S1	06/16/2021-06/30/2021	06/29/2021	09/10/2021	6/30/2021
SM	06/16/2021-06/30/2021	06/29/2021	09/10/2021	7/15/2021
MN	06/01/2021-06/30/2021	06/29/2021	09/10/2021	6/30/2021

Due to ETSU policy, all leave and hours worked must be entered by 10:00 am.