

TRS Timesheet Schedule
July 2023 - June 2024

PAYROLL ID	TIME PERIOD	EMPLOYEE SUPERVISOR TIMEKEEPER DEADLINE	Check Date
S1	07/01/2023-07/15/2023	07/19/2023	7/14/2023
SM	07/01/2023-07/15/2023	07/19/2023	7/31/2023
S1	07/16/2023-07/31/2023	08/03/2023	7/31/2023
SM	07/16/2023-07/31/2023	08/03/2023	8/15/2023
MN	07/01/2023-07/31/2023	08/10/2023	7/31/2023
S1	08/01/2023-08/15/2023	08/18/2023	8/15/2023
SM	08/01/2023-08/15/2023	08/18/2023	8/31/2023
S1	08/16/2023-08/31/2023	09/06/2023	8/31/2023
SM	08/16/2023-08/31/2023	09/06/2023	9/15/2023
MN	08/01/2023-08/31/2023	09/11/2023	8/31/2023
S1	09/01/2023-09/15/2023	09/19/2023	9/15/2023
SM	09/01/2023-09/15/2023	09/19/2023	9/29/2023
S1	09/16/2023-09/30/2023	10/04/2023	9/29/2023
SM	09/16/2023-09/30/2023	10/04/2023	10/13/2023
MN	09/01/2023-09/30/2023	10/10/2023	9/29/2023
S1	10/01/2023-10/15/2023	10/18/2023	10/13/2023
SM	10/01/2023-10/15/2023	10/18/2023	10/31/2023
S1	10/16/2023-10/31/2023	11/03/2023	10/31/2023
SM	10/16/2023-10/31/2023	11/03/2023	11/15/2023
MN	10/01/2023-10/31/2023	11/09/2023	10/31/2023
S1	11/01/2023-11/15/2023	11/16/2023	11/15/2023
SM	11/01/2023-11/15/2023	11/16/2023	11/30/2023
S1	11/16/2023-11/30/2023	12/05/2023	11/30/2023
SM	11/16/2023-11/30/2023	12/05/2023	12/15/2023
MN	11/01/2023-11/30/2023	12/08/2023	11/30/2023
S1	12/01/2023-12/15/2023	12/13/2023	12/15/2023
SM	12/01/2023-12/15/2023	12/13/2023	12/21/2023
Due to the University Holiday, all time reports must be entered by 10:00 am.			
S1	12/16/2023-12/31/2023	01/04/2024	12/21/2023
SM	12/16/2023-12/31/2023	01/04/2024	1/12/2024
MN	12/01/2023-12/31/2023	01/10/2024	12/21/2023

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July 2023 - June 2024**

PAYROLL ID	TIME PERIOD	EMPLOYEE SUPERVISOR TIMEKEEPER DEADLINE	Check Date
S1	01/01/2024-01/15/2024	01/18/2024	1/12/2024
SM	01/01/2024-01/15/2024	01/18/2024	1/31/2024
S1	01/16/2024-01/31/2024	02/05/2024	1/31/2024
SM	01/16/2024-01/31/2024	02/05/2024	2/15/2024
MN	01/01/2024-01/31/2024	02/09/2024	1/31/2024
S1	02/01/2024-02/15/2024	02/20/2024	2/15/2024
SM	02/01/2024-02/15/2024	02/20/2024	2/29/2024
S1	02/16/2024-02/29/2024	03/05/2024	2/29/2024
SM	02/16/2024-02/29/2024	03/05/2024	3/15/2024
MN	02/01/2024-02/29/2024	03/11/2024	2/29/2024
S1	03/01/2024-03/15/2024	03/19/2024	3/15/2024
SM	03/01/2024-03/15/2024	03/19/2024	3/28/2024
S1	03/16/2024-03/31/2024	04/03/2024	3/28/2024
SM	03/16/2024-03/31/2024	04/03/2024	4/15/2024
MN	03/01/2024-03/31/2024	04/10/2024	3/28/2024
S1	04/01/2024-04/15/2024	04/18/2024	4/15/2024
SM	04/01/2024-04/15/2024	04/18/2024	4/30/2024
S1	04/16/2024-04/30/2024	05/03/2024	4/30/2024
SM	04/16/2024-04/30/2024	05/03/2024	5/15/2024
MN	04/01/2024-04/30/2024	05/10/2024	4/30/2024
S1	05/01/2024-05/15/2024	05/20/2024	5/15/2024
SM	05/01/2024-05/15/2024	05/20/2024	5/31/2024
S1	05/16/2024-05/31/2024	06/05/2024	5/31/2024
SM	05/16/2024-05/31/2024	06/05/2024	6/14/2024
MN	05/01/2024-05/31/2024	06/10/2024	5/31/2024
S1	06/01/2024-06/15/2024	06/18/2024	6/14/2024
SM	06/01/2024-06/15/2024	06/18/2024	6/28/2024
S1	06/16/2024-06/30/2024	06/27/2024	6/28/2024
SM	06/16/2024-06/30/2024	06/27/2024	7/19/2024
MN	06/01/2024-06/30/2024	06/27/2024	6/28/2024

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