

**TRS Timesheet Schedule
July 2022 - June 2023**

PAYROLL ID	TIME PERIOD	EMPLOYEE SUPERVISOR TIMEKEEPER DEADLINE	Check Date
S1	07/01/2022-07/15/2022	07/19/2022	7/15/2022
SM	07/01/2022-07/15/2022	07/19/2022	7/29/2022
S1	07/16/2022-07/31/2022	08/03/2022	7/29/2022
SM	07/16/2022-07/31/2022	08/03/2022	8/15/2022
MN	07/01/2022-07/31/2022	08/10/2022	7/29/2022
S1	08/01/2022-08/15/2022	08/18/2022	8/15/2022
SM	08/01/2022-08/15/2022	08/18/2022	8/31/2022
S1	08/16/2022-08/31/2022	09/06/2022	8/31/2022
SM	08/16/2022-08/31/2022	09/06/2022	9/15/2022
MN	08/01/2022-08/31/2022	09/09/2022	8/31/2022
S1	09/01/2022-09/15/2022	09/20/2022	9/15/2022
SM	09/01/2022-09/15/2022	09/20/2022	9/30/2022
S1	09/16/2022-09/30/2022	10/05/2022	9/30/2022
SM	09/16/2022-09/30/2022	10/05/2022	10/14/2022
MN	09/01/2022-09/30/2022	10/10/2022	9/30/2022
S1	10/01/2022-10/15/2022	10/19/2022	10/14/2022
SM	10/01/2022-10/15/2022	10/19/2022	10/31/2022
S1	10/16/2022-10/31/2022	11/03/2022	10/31/2022
SM	10/16/2022-10/31/2022	11/03/2022	11/15/2022
MN	10/01/2022-10/31/2022	11/10/2022	10/31/2022
S1	11/01/2022-11/15/2022	11/16/2022	11/15/2022
SM	11/01/2022-11/15/2022	11/16/2022	11/30/2022
S1	11/16/2022-11/30/2022	12/05/2022	11/30/2022
SM	11/16/2022-11/30/2022	12/05/2022	12/15/2022
MN	11/01/2022-11/30/2022	12/09/2022	11/30/2022
S1	12/01/2022-12/15/2022	12/14/2022	12/15/2022
SM	12/01/2022-12/15/2022	12/14/2022	12/22/2022
Due to the University Holiday, all time reports must be entered by 10:00 am.			
S1	12/16/2022-12/31/2022	01/04/2023	12/22/2022
SM	12/16/2022-12/31/2022	01/04/2023	1/13/2023
MN	12/01/2022-12/31/2022	01/10/2023	12/22/2022

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July 2022 - June 2023**

PAYROLL ID	TIME PERIOD	EMPLOYEE SUPERVISOR TIMEKEEPER DEADLINE	Check Date
S1	01/01/2023-01/15/2023	01/19/2023	1/13/2023
SM	01/01/2023-01/15/2023	01/19/2023	1/31/2023
S1	01/16/2023-01/31/2023	02/03/2023	1/31/2023
SM	01/16/2023-01/31/2023	02/03/2023	2/15/2023
MN	01/01/2023-01/31/2023	02/10/2023	1/31/2023
S1	02/01/2023-02/15/2023	02/17/2023	2/15/2023
SM	02/01/2023-02/15/2023	02/17/2023	2/28/2023
S1	02/16/2023-02/28/2023	03/03/2023	2/28/2023
SM	02/16/2023-02/28/2023	03/03/2023	3/15/2023
MN	02/01/2023-02/28/2023	03/10/2023	2/28/2023
S1	03/01/2023-03/15/2023	03/20/2023	3/15/2023
SM	03/01/2023-03/15/2023	03/20/2023	3/31/2023
S1	03/16/2023-03/31/2023	04/04/2023	3/31/2023
SM	03/16/2023-03/31/2023	04/04/2023	4/14/2023
MN	03/01/2023-03/31/2023	04/10/2023	3/31/2023
S1	04/01/2023-04/15/2023	04/18/2023	4/14/2023
SM	04/01/2023-04/15/2023	04/18/2023	4/28/2023
S1	04/16/2023-04/30/2023	05/03/2023	4/28/2023
SM	04/16/2023-04/30/2023	05/03/2023	5/15/2023
MN	04/01/2023-04/30/2023	05/10/2023	4/28/2023
S1	05/01/2023-05/15/2023	05/18/2023	5/15/2023
SM	05/01/2023-05/15/2023	05/18/2023	5/31/2023
S1	05/16/2023-05/31/2023	06/05/2023	5/31/2023
SM	05/16/2023-05/31/2023	06/05/2023	6/15/2023
MN	05/01/2023-05/31/2023	06/09/2023	5/31/2023
S1	06/01/2023-06/15/2023	06/20/2023	6/15/2023
SM	06/01/2023-06/15/2023	06/20/2023	6/30/2023
S1	06/16/2023-06/30/2023	06/29/2023	6/30/2023
SM	06/16/2023-06/30/2023	06/29/2023	7/14/2023
MN	06/01/2023-06/30/2023	06/29/2023	6/30/2023

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