

**TRS Timesheet Schedule**  
**July 2024 - June 2025**

<b>PAYROLL ID</b>	<b>TIME PERIOD</b>	<b>EMPLOYEE SUPERVISOR TIMEKEEPER DEADLINE</b>	<b>Check Date</b>
S1	07/01/2024-07/15/2024	07/18/2024	7/15/2024
SM	07/01/2024-07/15/2024	07/18/2024	7/31/2024
S1	07/16/2024-07/31/2024	08/05/2024	7/31/2024
SM	07/16/2024-07/31/2024	08/05/2024	8/15/2024
MN	07/01/2024-07/31/2024	08/09/2024	7/31/2024
S1	08/01/2024-08/15/2024	08/20/2024	8/15/2024
SM	08/01/2024-08/15/2024	08/20/2024	8/30/2024
S1	08/16/2024-08/31/2024	09/04/2024	8/30/2024
SM	08/16/2024-08/31/2024	09/04/2024	9/13/2024
MN	08/01/2024-08/31/2024	09/10/2024	8/30/2024
S1	09/01/2024-09/15/2024	09/18/2024	9/13/2024
SM	09/01/2024-09/15/2024	09/18/2024	9/30/2024
S1	09/16/2024-09/30/2024	10/03/2024	9/30/2024
SM	09/16/2024-09/30/2024	10/03/2024	10/15/2024
MN	09/01/2024-09/30/2024	10/10/2024	9/30/2024
S1	10/01/2024-10/15/2024	10/18/2024	10/15/2024
SM	10/01/2024-10/15/2024	10/18/2024	10/31/2024
S1	10/16/2024-10/31/2024	11/04/2024	10/31/2024
SM	10/16/2024-10/31/2024	11/04/2024	11/15/2024
MN	10/01/2024-10/31/2024	11/08/2024	10/31/2024
S1	11/01/2024-11/15/2024	11/18/2024	11/15/2024
SM	11/01/2024-11/15/2024	11/18/2024	11/26/2024
S1	11/16/2024-11/30/2024	12/04/2024	11/26/2024
SM	11/16/2024-11/30/2024	12/04/2024	12/13/2024
MN	11/01/2024-11/30/2024	12/10/2024	11/26/2024
S1	12/01/2024-12/15/2024	<b>12/11/2024</b>	12/13/2024
SM	12/01/2024-12/15/2024	<b>12/11/2024</b>	12/23/2024
S1	12/16/2024-12/31/2024	01/06/2025	12/23/2024
SM	12/16/2024-12/31/2024	01/06/2025	1/15/2025
MN	12/01/2024-12/31/2024	01/10/2025	12/23/2024

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<b>PAYROLL ID</b>	<b>TIME PERIOD</b>	<b>EMPLOYEE SUPERVISOR TIMEKEEPER DEADLINE</b>	<b>Check Date</b>
S1	01/01/2025-01/15/2025	01/17/2025	1/15/2025
SM	01/01/2025-01/15/2025	01/17/2025	1/31/2025
S1	01/16/2025-01/31/2025	02/05/2025	1/31/2025
SM	01/16/2025-01/31/2025	02/05/2025	2/14/2025
MN	01/01/2025-01/31/2025	02/10/2025	1/31/2025
S1	02/01/2025-02/15/2025	02/19/2025	2/14/2025
SM	02/01/2025-02/15/2025	02/19/2025	2/28/2025
S1	02/16/2025-02/28/2025	03/05/2025	2/28/2025
SM	02/16/2025-02/28/2025	03/05/2025	3/14/2025
MN	02/01/2025-02/28/2025	03/10/2025	2/28/2025
S1	03/01/2025-03/15/2025	03/19/2025	3/14/2025
SM	03/01/2025-03/15/2025	03/19/2025	3/31/2025
S1	03/16/2025-03/31/2025	04/03/2025	3/31/2025
SM	03/16/2025-03/31/2025	04/03/2025	4/15/2025
MN	03/01/2025-03/31/2025	04/10/2025	3/31/2025
S1	04/01/2025-04/15/2025	04/17/2025	4/15/2025
SM	04/01/2025-04/15/2025	04/17/2025	4/30/2025
S1	04/16/2025-04/30/2025	05/05/2025	4/30/2025
SM	04/16/2025-04/30/2025	05/05/2025	5/15/2025
MN	04/01/2025-04/30/2025	05/09/2025	4/30/2025
S1	05/01/2025-05/15/2025	05/19/2025	5/15/2025
SM	05/01/2025-05/15/2025	05/19/2025	5/30/2025
S1	05/16/2025-05/31/2025	06/04/2025	5/30/2025
SM	05/16/2025-05/31/2025	06/04/2025	6/13/2025
MN	05/01/2025-05/31/2025	06/10/2025	5/30/2025
S1	06/01/2025-06/15/2025	06/17/2025	6/13/2025
SM	06/01/2025-06/15/2025	06/17/2025	6/30/2025
S1	06/16/2025-06/30/2025	<b>06/27/2025</b>	6/30/2025
SM	06/16/2025-06/30/2025	<b>06/27/2025</b>	7/15/2025
MN	06/01/2025-06/30/2025	<b>06/27/2025</b>	6/30/2025

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