

# TIMESHEET APPROVER – TIMESHEET SUBMISSION GUIDELINES

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## **When are timesheets due?**

Timesheets must be submitted by **12:00 PM (noon)** on the Monday following the close of the pay period.

## **Can changes be made after the deadline?**

Edits cannot be made after the noon deadline. If adjustments are needed, please contact the Payroll Department. A **manual timesheet** may be submitted for any hours not entered in UKG prior to the deadline.

## **Can hours from a previous pay period be added in UKG?**

No. A **manual timesheet** must be submitted for any hours from previous pay periods.