

When do my shifts need to be submitted and approved to get paid?

The submission deadlines for payment of eTime for each pay period are as follows:

- Submitted to circle** by 11:59 PM on the Monday after the pay period ends
- Approved by circle** by 11:59 PM on the Wednesday after the pay period ends
- Final deadline** for approval is 12:00 PM on the Friday after the pay period ends

