

# 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



🕒 Revision #3

★ Created Thu, Jul 23, 2020 9:33 PM by [Admin](#)

✎ Updated Mon, Jul 24, 2023 6:51 PM by [Admin](#)