

# Weekly deadlines for timesheet approval

## Weekly deadlines for timesheet approval

### Question

What are the weekly deadlines for timesheet entry and for timesheet approval?

### Answer

For most weeks, the deadline time sheet approval is 5:00 on Monday. On weeks that have a holiday, the deadline is earlier. Only hours approved by 5:00 Monday will be processed for that Friday's pay day. The deadline for time sheet entry and approval will vary on weeks in which a holiday falls.

A schedule of timesheet cutoffs is available on the Vice President for Finance web site:

[http://vpf.mit.edu/calendar\\_schedules/schedules/payroll\\_monthly\\_closing](http://vpf.mit.edu/calendar_schedules/schedules/payroll_monthly_closing)