

Dear Employees,

Please find below the timesheet submission schedule for the upcoming months. To ensure that payroll is processed accurately and on time, all timesheets must be submitted and approved by the specified deadlines.

Pay Period Month	Submission Deadline	Approval Deadline	Pay Date
[Month]	[Date]	[Date]	[Date]
[Month]	[Date]	[Date]	[Date]
[Month]	[Date]	[Date]	[Date]

Important Reminders:

- Late submissions may result in a delay of your pay.
- Ensure all hours, including overtime and leave, are recorded accurately.
- Notify your supervisor immediately if you encounter any technical issues with the portal.

If you have any questions regarding this schedule, please contact the Payroll Department at [Email/Phone Number].

Best regards,

[Your Name]
[Your Job Title]
[Company Name]