



Office of Human Resources

To: Vice Presidents, Deans, Chairs, Unit Heads, and Secretaries
 From: Lee Kelly, Assistant Vice President of Human Resources
 RE: Timesheet submission dates for all **Part Time College Assistant, Custodial Assistant (H), Campus Security Assistant (H), IT Titles (H), and Non-Teaching Adjuncts and CETs**
 Date: May 31, 2022

Due to the rigid time and scheduling requirements involved in the processing of State Payroll, there can be no deviation from the dates indicated below. The payroll period indicated is the date range that your timesheet should cover. Please note that unapproved timesheets will not be paid until the next scheduled payroll.

The pay period 6/19/22-6/30/22 and 7/1/22-7/2/22 (PP # 27 & 1) will be crossing two fiscal years. Staff will be required to submit two (2) separate timesheets 6/19/22-6/30/22 and 7/1/22-7/2/22 using PR Assist.

The PR Assist application can be accessed by visiting: https://apps.qc.cuny.edu/pr_assist/prlogon.aspx

Payroll Period #	Payroll Period Covered Sunday - Saturday	Dates System Available For Entering Hours Worked:	Timesheets MUST be Approved by 5:00 PM on Wednesday:	Paycheck Issued Dates:
1	07/01/2022 - 07/02/2022	07/04/2022	07/06/2022	07/28/2022
2	07/03/2022 - 07/16/2022	07/11/2022	07/20/2022	08/11/2022
3	07/17/2022 - 07/30/2022	07/25/2022	08/03/2022	08/25/2022
4	07/31/2022 - 08/13/2022	08/08/2022	08/17/2022	09/08/2022
5	08/14/2022 - 08/27/2022	08/22/2022	08/31/2022	09/22/2022
6	08/28/2022 - 09/10/2022	09/05/2022	09/14/2022	10/06/2022
7	09/11/2022 - 09/24/2022	09/19/2022	09/28/2022	10/20/2022
8	09/25/2022 - 10/08/2022	10/03/2022	10/12/2022	11/03/2022
9	10/09/2022 - 10/22/2022	10/17/2022	10/26/2022	11/17/2022
10	10/23/2022 - 11/05/2022	10/31/2022	11/09/2022	12/01/2022
11	11/06/2022 - 11/19/2022	11/14/2022	11/23/2022	12/15/2022
12	11/20/2022 - 12/03/2022	11/28/2022	12/07/2022	12/29/2022
13	12/04/2022 - 12/17/2022	12/12/2022	12/21/2022	01/12/2023
14	12/18/2022 - 12/31/2022	12/26/2022*	01/04/2023	01/26/2023
15	01/01/2023 - 01/14/2023	01/09/2023	01/18/2023	02/09/2023
16	01/15/2023 - 01/28/2023	01/23/2023	02/01/2023	02/23/2023
17	01/29/2023 - 02/11/2023	02/06/2023	02/15/2023	03/09/2023
18	02/12/2023 - 02/25/2023	02/20/2023*	03/01/2023	03/23/2023
19	02/26/2023 - 03/11/2023	03/06/2023	03/15/2023	04/06/2023
20	03/12/2023 - 03/25/2023	03/20/2023	03/29/2023	04/20/2023
21	03/26/2023 - 04/08/2023	04/03/2023	04/12/2023	05/04/2023
22	04/09/2023 - 04/22/2023	04/17/2023	04/26/2023	05/18/2023
23	04/23/2023 - 05/06/2023	05/01/2023	05/10/2023	06/01/2023
24	05/07/2023 - 05/20/2023	05/15/2023	05/24/2023	06/15/2023
25	05/21/2023 - 06/03/2023	05/29/2023*	06/07/2023	06/29/2023
26	06/04/2023 - 06/17/2023	06/12/2023	06/21/2023	07/13/2023
27	06/18/2023 - 06/30/2023	06/26/2023	07/01/2023	07/27/2023

* PR ASSIST WILL BE OPEN A DAY EARLIER OR LATER IF THE OPEN OR CLOSE DATE FALLS ON A HOLIDAY