



Office of Human Resources

To: Vice Presidents, Deans, Chairs, Unit Heads, and Secretaries  
 From: Lee Kelly, Assistant Vice President of Human Resources  
 RE: Below are the timesheet submission dates for all Full-Time and ECP Employees  
 Date: August 11, 2022

**Please note: Timesheets that are not submitted and approved by Wednesdays will not accumulate or deduct vacation or sick leave until the timesheet has been submitted and approved.**

The HRAssist application can be accessed by visiting: [https://apps.qc.cuny.edu/hr\\_assist/hrlogon.aspx](https://apps.qc.cuny.edu/hr_assist/hrlogon.aspx)

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