



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, 2023**

**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	Dates System Available For Entering Hours Worked:	Timesheets Must be Approved by 5:00 PM on Wednesday:
1	08/20/2023 - 09/02/2023	08/25/23	09/06/23
2	09/03/2023 - 09/16/2023	09/08/23	09/20/23
3	09/17/2023 - 09/30/2023	09/22/23	10/04/23
4	10/01/2023 - 10/14/2023	10/06/23	10/18/23
5	10/15/2023 - 10/28/2023	10/20/23	11/01/23
6	10/29/2023 - 11/11/2023	11/03/23	11/15/23
7	11/12/2023 - 11/25/2023	11/17/23	11/29/23
8	11/26/2023 - 12/09/2023	12/01/23	12/13/23
9	12/10/2023 - 12/23/2023	12/15/23	12/27/23
10	12/24/2023 - 01/06/2024	12/29/23	01/10/24
11	01/07/2024 - 01/20/2024	01/12/24	01/24/24
12	01/21/2024 - 02/03/2024	01/26/24	02/07/24
13	02/04/2024 - 02/17/2024	02/09/24	02/21/24
14	02/18/2024 - 03/02/2024	02/23/24	03/06/24
15	03/03/2024 - 03/16/2024	03/08/24	03/20/24
16	03/17/2024 - 03/30/2024	03/22/24	04/03/24
17	03/31/2024 - 04/13/2024	04/05/24	04/17/24
18	04/14/2024 - 04/27/2024	04/19/24	05/01/24
19	04/28/2024 - 05/11/2024	05/03/24	05/15/24
20	05/12/2024 - 05/25/2024	05/17/24	05/29/24
21	05/26/2024 - 06/08/2024	05/31/24	06/12/24
22	06/09/2024 - 06/22/2024	06/14/24	06/26/24
23	06/23/2024 - 07/06/2024	06/28/24	07/10/24
24	07/07/2024 - 07/20/2024	07/12/24	07/24/24
25	07/21/2024 - 08/03/2024	07/26/24	08/07/24
26	08/04/2024 - 08/17/2024	08/09/24	08/21/24
27	08/18/2024 - 08/31/2024	08/23/24	09/04/24