



**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: April 18, 2023

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 6/18/23-6/30/23 and 7/1/23 (PP # 27 & 1) will be crossing two fiscal years. Staff will be required to submit two (2) separate timesheets 6/18/23-6/30/23 and 7/1/23 using PR Assist.*

The PR Assist application can be accessed by visiting: [https://apps.qc.cuny.edu/pr\\_assist/prlogon.aspx](https://apps.qc.cuny.edu/pr_assist/prlogon.aspx) or on our webpage: <https://www.qc.cuny.edu/hr/compensation/>

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	07/01/2023 - 07/01/2023	7/3/2023	7/5/2023	7/27/2023
2	07/02/2023 - 07/15/2023	7/10/2023	7/19/2023	8/10/2023
3	07/16/2023 - 07/29/2023	7/24/2023	8/2/2023	8/24/2023
4	07/30/2023 - 08/12/2023	8/7/2023	8/16/2023	9/7/2023
5	08/13/2023 - 08/26/2023	8/21/2023	8/30/2023	9/21/2023
6	08/27/2023 - 09/09/2023	9/4/2023	9/13/2023	10/5/2023
7	09/10/2023 - 09/23/2023	9/18/2023	9/27/2023	10/19/2023
8	09/24/2023 - 10/07/2023	10/2/2023	10/11/2023	11/2/2023
9	10/08/2023 - 10/21/2023	10/16/2023	10/25/2023	11/16/2023
10	10/22/2023 - 11/04/2023	10/30/2023	11/8/2023	11/30/2023
11	11/05/2023 - 11/18/2023	11/13/2023	11/22/2023	12/14/2023
12	11/19/2023 - 12/02/2023	11/27/2023	12/6/2023	12/28/2023
13	12/03/2023 - 12/16/2023	12/11/2023	12/20/2023	1/11/2024
14	12/17/2023 - 12/30/2023	12/25/2023 *	1/3/2024	1/25/2024
15	12/31/2023 - 01/13/2024	1/8/2024	1/17/2024	2/8/2024
16	01/14/2024 - 01/27/2024	1/22/2024	1/31/2024	2/22/2024
17	01/28/2024 - 02/10/2024	2/5/2024	2/14/2024	3/7/2024
18	02/11/2024 - 02/24/2024	2/19/2024	2/28/2024	3/21/2024
19	02/25/2024 - 03/09/2024	3/4/2024	3/13/2024	4/4/2024
20	03/10/2024 - 03/23/2024	3/18/2024	3/27/2024	4/18/2024
21	03/24/2024 - 04/06/2024	4/1/2024	4/10/2024	5/2/2024
22	04/07/2024 - 04/20/2024	4/15/2024	4/24/2024	5/16/2024
23	04/21/2024 - 05/04/2024	4/29/2024	5/8/2024	5/30/2024
24	05/05/2024 - 05/18/2024	5/13/2024	5/22/2024	6/13/2024
25	05/19/2024 - 06/01/2024	5/27/2024	6/5/2024	6/27/2024
26	06/02/2024 - 06/15/2023	6/10/2024	6/19/2024	7/11/2024
27	06/16/2024 - 06/29/2024	6/24/2024	7/1/2024	7/25/2024
28	06/30/2024 - 06/30/2024	7/1/2024	7/3/2024	7/25/2024

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