



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, 2024

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 periods 6/29/25-6/30/25 and 7/1/25 (PP # 27 & 1) will be crossing two fiscal years and have early deadlines. Staff will be required to submit two (2) separate timesheets 6/29/25-6/30/25 and 7/1/25 using PR Assist.

The PR Assist application can be accessed by visiting: 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	07/01/2024 - 07/13/2024	7/8/2024	7/17/2024	8/8/2024
2	07/14/2024 - 07/27/2024	7/22/2024	7/31/2024	8/22/2024
3	07/28/2024 - 08/10/2024	8/5/2024	8/14/2024	9/5/2024
4	08/11/2024 - 08/24/2024	8/19/2024	8/28/2024	9/19/2024
5	08/25/2024 - 09/07/2024	9/3/2024*	9/11/2024	10/3/2024
6	09/08/2024 - 09/21/2024	9/16/2024	9/25/2024	10/17/2024
7	09/22/2024 - 10/05/2024	9/30/2024	10/9/2024	10/31/2024
8	10/06/2024 - 10/19/2024	10/15/2024*	10/23/2024	11/14/2024
9	10/20/2024 - 11/02/2024	10/28/2024	11/6/2024	11/28/2024
10	11/03/2024 - 11/16/2024	11/11/2024	11/20/2024	12/12/2024
11	11/17/2024 - 11/30/2024	11/25/2024	12/4/2024	12/26/2024
12	12/01/2024 - 12/14/2024	12/9/2024	12/18/2024	1/9/2025
13	12/15/2024 - 12/28/2024	12/23/2024	1/2/2025*	1/23/2025
14	12/29/2024 - 01/11/2025	1/6/2025	1/15/2025	2/6/2025
15	01/12/2025 - 01/25/2025	1/21/2025*	1/29/2025	2/20/2025
16	01/26/2025 - 02/08/2025	2/3/2025	2/12/2025	3/6/2025
17	02/09/2025 - 02/22/2025	2/18/2025*	2/26/2025	3/20/2025
18	02/23/2025 - 03/08/2025	3/3/2025	3/12/2025	4/3/2025
19	03/09/2025 - 03/22/2025	3/17/2025	3/26/2025	4/17/2025
20	03/23/2025 - 04/05/2025	3/31/2025	4/9/2025	5/1/2025
21	04/06/2025 - 04/19/2025	4/14/2025	4/23/2025	5/15/2025
22	04/20/2025 - 05/03/2025	4/28/2025	5/7/2025	5/29/2025
23	05/04/2025 - 05/17/2025	5/12/2025	5/21/2025	6/12/2025
24	05/18/2025 - 05/31/2025	5/27/2025*	6/4/2025	6/26/2025
25	06/01/2025 - 06/14/2025	6/9/2025	6/18/2025	7/10/2025
26	06/15/2025 - 06/28/2025	6/23/2025	6/30/2025	7/24/2025
27	06/29/2025 - 06/30/2025	7/1/2025	7/2/2025	8/7/2025
1	07/01/2025 - 07/12/2025	7/7/2025	7/16/2025	8/7/2025

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