QUEENS COLLEGE

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, 2024

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

Period #	Period Covered	Dates System Available For Entering Hours Worked:	Timesheets Must be Approved by 5:00 PM on Wednesday:
1	09/01/2024-09/14/2024	09/06/24	09/18/24
2	09/15/2024-09/28/2024	09/20/24	10/02/24
3	09/29/2024-10/12/2024	10/04/24	10/16/24
4	10/13/2024-10/26/2024	10/18/24	10/30/24
5	10/27/2024-11/09/2024	11/01/24	11/13/24
6	11/10/2024-11/23/2024	11/15/24	11/27/24
7	11/24/2024-12/07/2024	11/29/24	12/11/24
8	12/08/2024-12/21/2024	12/13/24	12/23/24
9	12/22/2024-01/04/2025	12/27/24	01/08/25
10	01/05/2025-01/18/2025	01/10/25	01/22/25
11	01/19/2025-02/01/2025	01/24/25	02/05/25
12	02/02/2025-02/15/2025	02/07/25	02/19/25
13	02/16/2025-03/01/2025	02/21/25	03/05/25
14	03/02/2025-03/15/2025	03/07/25	03/19/25
15	03/16/2025-03/29/2025	03/21/25	04/02/25
16	03/30/2025-04/12/2025	04/04/25	04/16/25
17	04/13/2025-04/26/2025	04/18/25	04/30/25
18	04/27/2025-05/10/2025	05/02/25	05/14/25
19	05/11/2025-05/24/2025	05/16/25	05/28/25
20	05/25/2025-06/07/2025	05/30/25	06/11/25
21	06/08/2025-06/21/2025	06/13/25	06/25/25
22	06/22/2025-07/05/2025	06/27/25	07/09/25
23	07/06/2025-07/19/2025	07/11/25	07/23/25
24	07/20/2025-08/02/2025	07/25/25	08/06/25
25	08/03/2025-08/16/2025	08/08/25	08/20/25
26	08/17/2025-08/30/2025	08/22/25	09/03/25
27	08/31/2025-09/13/2025	09/05/25	09/17/25