



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 15, 2025**

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	09/14/2025-09/27/2025	09/19/25	10/01/25
2	09/28/2025-10/11/2025	10/03/25	10/15/25
3	10/12/2025-10/25/2025	10/17/25	10/29/25
4	10/26/2025-11/08/2025	10/31/25	11/12/25
5	11/09/2025-11/22/2025	11/14/25	11/26/25
6	11/23/2025-12/06/2025	11/28/25	12/10/25
7	12/07/2025-12/20/2025	12/12/25	12/23/25
8	12/21/2025-01/03/2026	12/26/25	01/07/26
9	01/04/2026-01/17/2026	01/09/26	01/21/26
10	01/18/2026-01/31/2026	01/23/26	02/04/26
11	02/01/2026-02/14/2026	02/06/26	02/18/26
12	02/15/2026-02/28/2026	02/20/26	03/04/26
13	03/01/2026-03/14/2026	03/06/26	03/18/26
14	03/15/2026-03/28/2026	03/20/26	04/01/26
15	03/29/2026-04/11/2026	04/03/26	04/15/26
16	04/12/2026-04/25/2026	04/17/26	04/29/26
17	04/26/2026-05/09/2026	05/01/26	05/13/26
18	05/10/2026-05/23/2026	05/15/26	05/27/26
19	05/24/2026-06/06/2026	05/29/26	06/10/26
20	06/07/2026-06/20/2026	06/12/26	06/24/26
21	06/21/2026-07/04/2026	06/26/26	07/08/26
22	07/05/2026-07/18/2026	07/10/26	07/22/26
23	07/19/2026-08/01/2026	07/24/26	08/05/26
24	08/02/2026-08/15/2026	08/07/26	08/19/26
25	08/16/2026-08/29/2026	08/21/26	09/02/26
26	08/30/2026-09/12/2026	09/04/26	09/16/26