



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 16, 2026**

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	09/13/2026-09/26/2026	09/18/26	09/30/26
2	09/27/2026-10/10/2026	10/02/26	10/14/26
3	10/11/2026-10/24/2026	10/16/26	10/28/26
4	10/25/2026-11/07/2026	10/30/26	11/11/26
5	11/08/2026-11/21/2026	11/13/26	11/25/26
6	11/22/2026-12/05/2026	11/27/26	12/09/26
7	12/06/2026-12/19/2026	12/11/26	12/23/26
8	12/20/2026-01/02/2027	12/25/26	01/06/27
9	01/03/2027-01/16/2027	01/08/27	01/20/27
10	01/17/2027-01/30/2027	01/22/27	02/03/27
11	01/31/2027-02/13/2027	02/05/27	02/17/27
12	02/14/2027-02/27/2027	02/19/27	03/03/27
13	02/28/2027-03/13/2027	03/05/27	03/17/27
14	03/14/2027-03/27/2027	03/19/27	03/31/27
15	03/28/2027-04/10/2027	04/02/27	04/14/27
16	04/11/2027-04/24/2027	04/16/27	04/28/27
17	04/25/2027-05/08/2027	04/30/27	05/12/27
18	05/09/2027-05/22/2027	05/14/27	05/26/27
19	05/23/2027-06/05/2027	05/28/27	06/09/27
20	06/06/2027-06/19/2027	06/11/27	06/23/27
21	06/20/2027-07/03/2027	06/25/27	07/07/27
22	07/04/2027-07/17/2027	07/09/27	07/21/27
23	07/18/2027-07/31/2027	07/23/27	08/04/27
24	08/01/2027-08/14/2027	08/06/27	08/18/27
25	08/15/2027-08/28/2027	08/20/27	09/01/27
26	08/29/2027-09/11/2027	09/03/27	09/15/27