



COURAGE. STRENGTH. FORTITUDE.

## Full Time Employee Timesheet Submission Schedule 2021 & 2022

Higher Education Officer (HEO), Higher Education Associate (HEA), Higher Education Assistant (HEA),  
Assistant to Higher Education Officer (aHEO), Non-Teaching College Laboratory Technician (CLT)

### Year 2021

Period Worked	Due Date
December 27 - January 09	15-Jan
January 10 - January 23	29-Jan
January 24 - February 06	11-Feb
February 07 - February 20	26-Feb
February 21 - March 06	12-Mar
March 07 - March 20	26-Mar
March 21 - April 03	09-Apr
April 04 - April 17	23-Apr
April 18 - May 01	07-May
May 02 - May 15	21-May
May 16 - May 29	04-Jun
May 30 - June 12	18-Jun
June 13 - June 26	01-Jul
June 27 - July 10	15-Jul
July 11 - July 24	29-Jul
July 25 - August 07	12-Aug
August 08 - August 21	27-Aug
August 22 - September 04	10-Sep
September 05 - September 18	24-Sep
September 19 - October 02	08-Oct
October 03 - October 16	22-Oct
October 17 - October 30	05-Nov
October 31 - November 13	19-Nov
November 14 - November 27	03-Dec
November 28 - December 11	17-Dec
December 12 - December 25	30-Dec

### Year 2022

Period Worked	Due Date
December 26 - January 08	14-Jan
January 09 - January 22	28-Jan
January 23 - February 05	10-Feb
February 06 - February 19	25-Feb
February 20 - March 05	11-Mar
March 06 - March 19	25-Mar
March 20 - April 02	08-Apr
April 03 - April 16	22-Apr
April 17 - April 30	06-May
May 01 - May 14	20-May
May 15 - May 28	03-Jun
May 29 - June 11	17-Jun
June 12 - June 25	30-Jun
June 26 - July 09	14-Jul
July 10 - July 23	28-Jul
July 24 - August 06	11-Aug
August 07 - August 20	26-Aug
August 21 - September 03	09-Sep
September 04 - September 17	23-Sep
September 18 - October 01	07-Oct
October 02 - October 15	21-Oct
October 16 - October 29	04-Nov
October 30 - November 12	18-Nov
November 13 - November 26	02-Dec
November 27 - December 10	16-Dec
December 11 - December 24	30-Dec

**THE OFFICE OF HUMAN RESOURCES**

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