



COURAGE. STRENGTH. FORTITUDE.

Timesheet Submission Schedule 2023 & 2024

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 2023

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

Year 2024

Period Worked	Due Date
December 24 - January 06	12-Jan
January 07 - January 20	26-Jan
January 21 - February 03	09-Feb
February 04 - February 17	26-Feb
February 18 - March 02	08-Mar
March 03 - March 16	22-Mar
March 17 - March 30	05-Apr
March 31 - April 13	19-Apr
April 14 - April 27	03-May
April 28 - May 11	17-May
May 12 - May 25	3-Jun
May 26 - June 08	14-Jun
June 09 - June 22	01-Jul
June 23 - July 06	15-Jul
July 07 - July 20	29-Jul
July 21 - August 03	12-Aug
August 04 - August 17	23-Aug
August 18 - August 31	09-Sep
September 01 - September 14	20-Sep
September 15 - September 28	04-Oct
September 29 - October 12	21-Oct
October 13 - October 26	01-Nov
October 27 - November 09	18-Nov
November 10 - November 23	02-Dec
November 24 - December 07	13-Dec
December 08 - December 21	30-Dec

THE OFFICE OF HUMAN RESOURCES

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