



COURAGE. STRENGTH. FORTITUDE.

Timesheet Submission Schedule 2023 & 2024

Full-Time Classified White Collar

Year 2023

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

Year 2024

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

THE OFFICE OF HUMAN RESOURCES

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