



COURAGE. STRENGTH. FORTITUDE.

## Timesheet Submission Schedule

### 2025 & 2026

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 2025

Period worked	Due Date
December 22 – January 04	10 - Jan
January 5 – January 18	24 - Jan
January 19 – February 1	7 - Feb
February 2 – February 15	21 - Feb
February 16 – March 1	7 - Mar
March 2 – March 15	21 - Mar
March 16 – March 29	4 - Apr
March 30 – April 12	18 - Apr
April 13 – April 26	2 - May
April 27 – May 10	16 - May
May 11 – May 24	30 - May
May 25 – June 7	13 - Jun
June 8 – June 21	27 - Jun
June 22 – July 5	11 - Jul
July 6 – July 19	25 - Jul
July 20 – August 2	08 - Aug
August 3 – August 16	22 - Aug
August 17 – August 30	5 - Sep
August 31 – September 13	19 - Sep
September 14 – September 27	3 - Oct
September 28 – October 11	17 - Oct
October 12 – October 25	31 - Oct
October 26 – November 8	14 - Nov
November 9 – November 22	28 - Nov
November 23 – December 6	12 - Dec
December 7 – December 20	29 - Dec

#### Year 2026

Period Worked	Due Date
December 21 – January 3	9 - Jan
January 4 – January 17	23 - Jan
January 18 – January 31	6 - Feb
February 1 – February 14	20 - Feb
February 15 – February 28	6 - Mar
March 1 – March 14	20 - Mar
March 15 – March 28	3 - Apr
March 29 – April 11	17 - Apr
April 12 – April 25	1 - May
April 26 – May 9	15 - May
May 10 – May 23	29 - May
May 24 – June 6	12 - Jun
June 7 – June 20	26 - Jun
June 21 – July 4	10 - Jul
July 5 – July 18	24 - Jul
July 19 – August 1	07 - Aug
August 2 – August 15	21 - Aug
August 16 – August 29	4 - Sep
August 30 – September 12	18 - Sep
September 13 – September 26	2 - Oct
September 27 – October 10	16 - Oct
October 11 – October 24	30 - Oct
October 25 – November 7	13 - Nov
November 8 – November 21	30 - Nov
November 22 – December 5	11 - Dec
December 6 – December 19	28 - Dec

THE OFFICE OF HUMAN RESOURCES

1150 CARROLL STREET, RM. 113 BROOKLYN, NY 11225 T: 718.270.6910 F: 718.270.6909