



COURAGE. STRENGTH. FORTITUDE.

Timesheet Submission Schedule

2025 & 2026

Full-Time Classified White Collar

Year 2025

Period Worked	Due Date
December 21 – January 03	10-Jan
January 04 - January 17	24-Jan
January 18 - January 31	7-Feb
February 01 - February 14	21-Feb
February 15 - February 28	07-Mar
March 01 - March 14	21-Mar
March 15 – March 28	04-Apr
March 29 - April 11	18-Apr
April 12 – April 25	02-May
April 26 - May 09	16-May
May 10 - May 23	30-May
May 24 - June 06	13-Jun
June 07 - June 20	27-Jun
June 21 - July 04	11-Jul
July 05 – July 18	25-Jul
July 19 - August 01	08-Aug
August 02 - August 15	22-Aug
August 16 – August 29	05-Sep
August 30 - September 12	19-Sep
September 13 - September 26	03-Oct
September 27 - October 10	17-Oct
October 11 - October 24	31-Oct
October 25- November 07	14-Nov
November 08 - November 21	28-Nov
November 22 - December 05	12-Dec
December 06 – December 19	26-Dec

Year 2026

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

THE OFFICE OF HUMAN RESOURCES

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