



**NEW YORK CITY
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**NON-TEACHING INSTRUCTIONAL STAFF
(HEO AND CLT TITLES ONLY) TIME SHEET CALENDAR**

PERIOD BEGINNING		PERIOD ENDING	TIME SHEET DUE IN H.R.
07/22/18	through	8/4/18	Thursday, August 9 th 2018
08/5/18	through	8/18/18	Thursday, August 23 rd 2018
08/19/18	through	9/1/18	Friday, September 7 th 2018
9/2/18	through	9/15/18	Thursday, September 20 th 2018
9/16/18	through	9/29/18	Thursday, October 4 th 2018
9/30/18	through	10/13/18	Thursday, October 18 th 2018
10/14/18	through	10/27/18	Thursday, November 1 st 2018
10/28/18	through	11/10/18	Thursday, November 15 th 2018
11/11/18	through	11/24/18	Thursday, November 29 th 2018
11/25/18	through	12/8/18	Thursday, December 13 th 2018
12/9/18	through	12/22/18	Wednesday, January 2 nd 2019
12/23/18	through	1/5/19	Thursday, January 10 th 2019
1/6/19	through	1/19/19	Friday, January, 25 th 2019
1/20/19	through	2/2/19	Thursday, February 7 th 2019
2/3/19	through	2/16/19	Monday, February 25 th 2019
2/17/19	through	3/2/19	Thursday, March 7 th 2019
3/3/19	through	3/16/19	Thursday, March 21 st 2019
3/17/19	through	3/30/19	Thursday, April 4 th 2019
3/31/19	through	4/13/19	Thursday, April 18 th 2019
4/14/19	through	4/27/19	Thursday, May 2 nd 2019
4/28/19	through	5/11/19	Thursday, May 16 th 2019
5/12/19	through	5/25/19	Monday, June 3 rd 2019
5/26/19	through	6/8/19	Thursday, June 13 th 2019
6/9/19	through	6/22/19	Wednesday, June 26 th 2019
6/23/19	through	7/6/19	Thursday, July 11 th 2019
7/7/19	through	7/20/19	Thursday, July 25 th 2019
7/21/19	through	8/3/19	Thursday, August 8 th 2019
8/4/19	through	8/17/19	Thursday, August 22 nd 2019
8/18/19	through	8/31/19	Monday, September 9 th 2019
9/1/19	through	9/14/19	Thursday, September 19 th 2019
9/15/19	through	9/28/19	Thursday, October 3 rd 2019
9/29/19	through	10/12/19	Monday, October 21 st 2019
10/13/19	through	10/26/19	Thursday, October 31 st 2019
10/27/19	through	11/9/19	Thursday, November 14 th 2019
11/10/19	through	11/23/19	Thursday, November 28 th 2019
11/24/19	through	12/7/19	Thursday, December 12 th 2019
12/8/19	through	12/21/19	Tuesday, December 31 st 2019
12/22/19	through	1/4/20	Thursday, January 9 th 2020