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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.
9/7/25	through	9/20/25	Wednesday, September 24, 2025
9/21/25	through	10/4/25	Wednesday, October 8, 2025
10/5/25	through	10/18/25	Wednesday, October 22, 2025
10/19/25	through	11/1/25	Wednesday, November 5, 2025
11/2/25	through	11/15/25	Wednesday, November 19, 2025
11/16/25	through	11/29/25	Wednesday, December 3, 2025
11/30/25	through	12/13/25	Wednesday, December 17, 2025
12/14/25	through	12/27/25	Wednesday, December 31, 2025
12/28/25	through	1/10/26	Wednesday, January 14, 2026
1/11/26	through	1/24/26	Wednesday, January 28, 2026
1/25/26	through	2/7/26	Wednesday, February 11, 2026
2/8/26	through	2/21/26	Wednesday, February 25, 2026
2/22/26	through	3/7/26	Wednesday, March 11, 2026
3/8/26	through	3/21/26	Wednesday, March 25, 2026
3/22/26	through	4/4/26	Wednesday, April 8, 2026
4/5/26	through	4/18/26	Wednesday, April 22, 2026
4/19/26	through	5/2/26	Wednesday, May 6, 2026
5/3/26	through	5/16/26	Wednesday, May 20, 2026
5/17/26	through	5/30/26	Wednesday, June 3, 2026
5/31/26	through	6/13/26	Wednesday, June 17, 2026
6/14/26	through	6/27/26	Wednesday, July 1, 2026
6/28/26	through	7/11/26	Wednesday, July 15, 2026
7/12/26	through	7/25/26	Wednesday, July 29, 2026
7/26/26	through	8/8/26	Wednesday, August 12, 2026
8/9/26	through	8/22/26	Wednesday, August 26, 2026
8/23/26	through	9/5/26	Wednesday, September 9, 2026
9/6/26	through	9/19/26	Wednesday, September 23, 2026
9/20/26	through	10/3/26	Wednesday, October 7, 2026
10/4/26	through	10/17/26	Wednesday, October 21, 2026
10/18/26	through	10/31/26	Wednesday, November 4, 2026
11/1/26	through	11/14/26	Wednesday, November 18, 2026
11/15/26	through	11/28/26	Wednesday, December 2, 2026
11/29/26	through	12/12/26	Wednesday, December 16, 2026
12/13/26	through	12/26/26	Wednesday, December 30, 2026