

2024 HEO TIMESHEET SCHEDULE	
Reporting Period	Date Due
12/31/24 – 01/06/24	
01/07/24 – 01/13/24	1/16/2024
01/14/24 – 01/20/24	
01/21/24 – 01/27/24	1/30/2024
01/28/24 – 02/03/24	
02/04/24 – 02/10/24	2/13/2024
02/11/24 – 02/17/24	
02/18/24 – 02/24/24	2/27/2024
02/25/24 – 03/02/24	
03/03/24 – 03/09/24	3/12/2024
03/10/24 – 03/16/24	
03/17/24 – 03/23/24	3/26/2024
03/24/24 – 03/30/24	
03/31/24 – 04/06/24	4/9/2024
04/07/24 – 04/13/24	
04/15/24 – 04/20/24	4/23/2023
04/21/24 – 04/27/24	
04/28/24 – 05/04/24	5/7/2024
05/05/24 – 05/11/24	
05/12/24 – 05/18/24	5/21/2024
05/19/24 – 05/25/24	
05/26/24 – 06/01/24	6/4/2024
06/02/24 – 06/08/24	
06/09/24 – 06/15/24	6/18/2024
06/16/24 – 06/22/24	
06/23/24 – 06/29/24	7/1/2024
06/30/24 – 07/06/24	
07/07/24 – 07/13/24	7/16/2024
07/14/24 – 07/20/24	
07/21/24 – 07/27/24	7/30/2024
07/28/24 – 08/03/24	
08/04/24 – 08/10/24	8/13/2024
08/11/24 – 08/17/24	
08/18/24 – 08/24/24	8/27/2024
08/25/24 – 08/31/24	
09/01/24 – 09/07/24	9/10/2024
09/08/24 – 09/14/24	
09/15/24 – 09/21/24	9/24/2024
09/22/24 – 09/28/24	
09/29/24 – 10/05/24	10/8/2024
10/06/24 – 10/12/24	
10/13/24 – 10/19/24	10/22/2024
10/20/24 – 10/26/24	
10/27/24 – 11/02/24	11/5/2024
11/03/24 – 11/09/24	
11/10/24 – 11/16/24	11/19/2024
11/17/24 – 11/23/24	
11/24/24 – 11/30/24	12/3/2024
12/1/2024-12/7/2024	
12/08/24 – 12/14/24	12/17/2024
12/15/24 – 12/21/24	
12/22/24 – 12/28/24	12/31/2024

Timesheets are due to the Office of Human Resources on the Tuesday following the end of the period.