



TEXAS SOUTHMOST COLLEGE

FY 2025-2026 Time Card Schedule Bi-weekly Part-time Arrears

Supervisors: Please ensure that employees' timecards are submitted and approved by the Due Dates indicated below; failure to approve may delay employees' pay until the next payroll cycle.

	Payroll Period	Time Cards Due by 10 am	HR Notes Due Date	Pay Date at or before 5pm	Holidays
1	8/09/25 - 8/22/25	08/25/25	08/25/25	09/03/25	
2	08/23/25- 9/05/25	09/08/25	09/08/25	09/17/25	Labor Day Sept. 1
3	09/06/25-09/19/25	09/22/25	09/22/25	10/01/25	
4	09/20/25-10/03/25	10/06/25	10/06/25	10/15/25	
5	10/04/25-10/17/25	10/20/25	10/20/25	10/29/25	
6	10/18/25-10/31/25	11/03/25	11/03/25	11/12/25	
7	11/01/25-11/14/25	11/17/25	11/17/25	11/26/25	
8	11/15/25-11/28/25	12/01/25	12/01/25	12/10/25	Thanksgiving Nov 26, 27 & 28
9	11/29/25-12/12/25	12/12/25	12/12/25	12/17/25	
10	12/13/25-12/26/25	01/05/26	01/05/25	01/07/26	Winter Break Dec. 22 - Jan.2
11	12/27/25-01/09/26	01/12/26	01/12/26	01/21/26	
12	01/10/26-01/23/26	01/26/26	01/26/26	02/04/26	
13	01/24/26-02/06/26	02/09/26	02/09/26	02/18/26	
14	02/07/26-02/20/26	02/23/26	02/23/26	03/04/26	
15	02/21/26-03/06/26	03/09/26	03/09/26	03/18/26	Charro Days Feb. 27
16	03/07/26-03/20/26	03/13/26	03/23/26	04/01/26	Spring Break Mar. 16 - 20
17	03/21/26-04/03/26	04/06/26	04/06/26	04/15/26	Semester Break Apr. 03
18	04/04/26-04/17/26	04/20/26	04/20/26	04/29/26	
19	04/18/26-05/01/26	05/04/26	05/04/26	05/13/26	
20	05/02/26-05/15/26	05/18/26	05/18/26	05/27/26	
21	05/16/26-05/29/26	06/01/26	06/01/26	06/10/26	Memorial Day May 25
22	05/30/26-06/12/26	06/15/26	06/15/26	06/24/26	
23	06/13/26-06/26/26	06/29/26	06/29/26	07/08/26	
24	06/27/26-07/10/26	07/13/26	07/13/26	07/22/26	Independence Day Jul 3
25	07/11/26-07/24/26	07/27/26	07/27/26	08/05/26	
26	7/25/26-08/07/26	08/10/26	08/10/26	08/19/26	
27	08/08/26-08/21/26	08/24/26	08/24/26	09/02/26	
27	08/22/26-09/04/26	09/04/26	09/04/26	09/16/26	

Payroll Schedule may be subject to change.