



TEXAS SOUTHMOST COLLEGE

FY 2026-2027 Time Card Schedule

Full Time Current / Faculty

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
09/01/26 - 09/15/26	09/01/26	09/01/26	09/15/26	Labor Day Sept. 7
09/16/26 - 09/30/26	09/16/26	09/16/26	09/30/26	
10/01/26 - 10/15/26	10/01/26	10/01/26	10/15/26	
10/16/26 - 10/31/26	10/16/26	10/16/26	10/30/26	
11/01/26 - 11/15/26	11/02/26	11/02/26	11/13/26	
11/16/26 - 11/30/26	11/16/26	11/16/26	11/30/26	Thanksgiving Nov 25, 26 & 27
12/01/26 - 12/15/26	12/01/26	12/01/26	12/15/26	
12/16/26 - 12/31/26	12/16/26	12/16/26	12/31/26	Winter Break Dec. 21 - Jan. 1
01/01/27 - 01/15/27	01/04/27	01/04/27	01/15/27	
01/16/27 - 01/31/27	01/18/27	01/18/27	01/29/27	
02/01/27 - 02/15/27	02/01/27	02/01/27	02/15/27	
02/16/27 - 02/28/27	02/16/27	02/16/27	02/26/27	Charro Day February 26
03/01/27 - 03/15/27	03/01/27	03/01/27	03/15/27	
03/16/27 - 03/31/27	03/16/27	03/16/27	03/31/27	Spring Break Mar. 15-21
04/01/27 - 04/15/27	04/01/27	04/01/27	04/15/27	Semester Break March 26
04/16/27 - 04/30/27	04/16/27	04/16/27	04/30/27	
05/01/27 - 05/15/27	05/03/27	05/03/27	05/14/27	
05/16/27 - 05/31/27	05/17/27	05/17/27	05/31/27	Memorial Day May 31
06/01/27 - 06/15/27	06/01/27	06/01/27	06/15/27	
06/16/27 - 06/30/27	06/16/27	06/16/27	06/30/27	
07/01/27 - 07/15/27	07/01/27	07/01/27	07/15/27	Independence Day Jul 5
07/16/27 - 07/31/27	07/16/27	07/16/27	07/30/27	
08/01/27 - 08/15/27	08/02/27	08/02/27	08/13/27	
08/16/27 - 08/31/27	08/16/27	08/16/27	08/31/27	
09/01/27 - 09/15/27	09/01/27	09/01/27	09/15/27	Labor Day Sept. 6

Payroll Schedule may be subject to change.

New hires starting 08/01/19 will be paid in Arrears.

APPROVED WORKLOAD & PAY AUTHORIZATIONS MUST BE SUBMITTED TO HUMAN RESOURCES 3 WORK DAYS BEFORE TIMECARD DUE DATE