



# TEXAS SOUTHMOST COLLEGE

## FY 2023-2024 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	08/12/23 - 08/25/23	08/28/23	08/28/23	09/06/23	
2	08/26/23 - 09/08/23	09/11/23	09/11/23	09/20/23	Labor Day Sept. 4
3	09/09/23 - 09/22/23	09/25/23	09/25/23	10/04/23	
4	09/23/23 - 10/06/23	10/09/23	10/09/23	10/18/23	
5	10/07/23 - 10/20/23	10/23/23	10/23/23	11/01/23	
6	10/21/23 - 11/03/23	11/06/23	11/06/23	11/15/23	
7	11/04/23 - 11/17/23	11/20/23	11/20/23	11/29/23	
8	11/18/23 - 12/01/23	12/04/23	12/04/23	12/13/23	Thanksgiving Nov 22, 23 & 24
9	12/02/23 - 12/15/23	01/02/24	01/02/24	01/08/24	
10	12/16/23 - 12/29/23	01/03/24	01/03/24	01/12/24	Winter Break Dec. 20 - Jan. 2
11	12/30/23 - 01/12/24	01/15/24	01/15/24	01/24/24	
12	01/13/24 - 01/26/24	01/29/24	01/29/24	02/07/24	
13	01/27/24 - 02/09/24	02/12/24	02/12/24	02/21/24	
14	02/10/24 - 02/23/24	02/26/24	02/26/24	03/06/24	
15	02/24/24 - 03/08/24	03/08/24	03/08/24	03/20/24	Charro Days Mar. 1
16	03/09/24 - 03/22/24	03/25/24	03/25/24	04/03/24	Spring Break Mar. 11-15
17	03/23/24 - 04/05/24	04/08/24	04/08/24	04/17/24	Semester Break Mar. 29
18	04/06/24 - 04/19/24	04/22/24	04/22/24	05/01/24	
19	04/20/24 - 05/03/24	05/06/24	05/06/24	05/15/24	
20	05/04/24 - 05/17/24	05/20/24	05/20/24	05/29/24	
21	05/18/24 - 05/31/24	06/03/24	06/03/24	06/12/24	Memorial Day May 27
22	06/01/24 - 06/14/24	06/17/24	06/17/24	06/26/24	
23	06/15/24 - 06/28/24	07/01/24	07/01/24	07/10/24	
24	06/29/24 - 07/12/24	07/15/24	07/15/24	07/24/24	Independence Day Jul 4
25	07/13/24 - 07/26/24	07/29/24	07/29/24	08/07/24	
26	07/27/24 - 08/09/24	08/12/24	08/12/24	08/21/24	
27	08/10/24 - 08/23/24	08/26/24	08/26/24	09/04/24	

*Payroll Schedule may be subject to change. Updated on Jan 10, 2024 for Charro Days Holiday.*