



# TEXAS SOUTHMOST COLLEGE

## FY 2023-2024 Time Card Schedule Arrears Staff Employees

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

**Payroll Schedule may be subject to change. Updated on Jan 10, 2024 for Charro Days Holiday.**  
New hires starting 08/01/19 will be paid in Arrears.