



TEXAS SOUTHMOST COLLEGE

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