



TEXAS SOUTHMOST COLLEGE

FY 2021-2022 Time Card Schedule

Arrears Staff Employees

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

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

*Holidays may be subject to change