



TEXAS SOUTHMOST COLLEGE

FY 2021-2022 Time Card Schedule Full Time Current / Faculty

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

*Holidays may be subject to change