



## FY 2022-2023 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 and HR Notes Due by 10 am	Pay Date at or before 5 pm	Holidays
1	08/13/22 - 08/26/22	08/29/22	09/07/22	
2	08/27/22 - 09/09/22	09/12/22	09/21/22	Labor Day - Sept 5
3	09/10/22 - 09/23/22	09/26/22	10/05/22	
4	09/24/22 - 10/07/22	10/10/22	10/19/22	
5	10/08/22 - 10/21/22	10/24/22	11/02/22	
6	10/22/22 - 11/04/22	11/07/22	11/16/22	
7	11/05/22 - 11/18/22	11/18/22	11/30/22	
8	11/19/22 - 12/02/22	12/05/22	12/14/22	Thanksgiving - Nov 23, 24 & 25
9	12/03/22 - 12/16/22	01/02/23	01/06/23	
10	12/17/22 - 12/30/22	1/10/2023**	01/18/23	Winter Break - Dec 19-Jan 1
11	12/31/22 - 01/13/23	01/18/23	02/01/23	
12	01/14/23 - 01/27/23	01/30/23	02/15/23	
13	01/28/23 - 02/10/23	02/15/22	03/01/23	
14	02/11/23 - 02/24/23	03/01/23	03/15/23	Charro Days - Feb 24
15	02/25/23 - 03/10/23	03/21/2023**	03/29/23	
16	03/11/23 - 03/24/23	03/29/23	04/12/23	Spring Break - Mar 13-19
17	03/25/23 - 04/07/23	04/12/23	04/26/23	Semester Break - April 7
18	04/08/23 - 04/21/23	04/26/23	05/10/23	
19	04/22/23 - 05/05/23	05/10/23	05/24/23	
20	05/06/23 - 05/19/23	05/24/23	06/07/23	
21	05/20/23 - 06/02/23	06/07/23	06/21/23	Memorial Day - May 29
22	06/03/23 - 06/16/23	06/21/23	07/05/23	
23	06/17/23 - 06/30/23	07/05/23	07/19/23	
24	07/01/23 - 07/14/23	07/19/23	08/02/23	Independence Day - Jul 4
25	07/15/23 - 07/28/23	08/02/23	08/16/23	
26	07/29/23 - 08/11/23	08/16/23	08/30/23	

Payroll Schedule may be subject to change.

\*\*updated August 16, 2022