



TEXAS SOUTHMOST COLLEGE

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

*Payroll Schedule may be subject to change.
New hires starting 08/01/19 will be paid in Arrears.*