



TEXAS SOUTHMOST COLLEGE

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

Payroll schedule may be subject to change.