

**San Jacinto College District  
Bi-weekly Payroll Schedule  
2021 - 2022  
SUBJECT TO CHANGE**

YEAR	BW#	PAYROLL PERIOD		TIME SHEET	TIME SHEET	PAYDAY (WEDNESDAY)
		BEGINS MONDAY	ENDS SUNDAY	SUBMISSION CLOSES AT 11:59 PM	APPROVAL CLOSES AT 11:59 PM	
<b>All timesheets MUST be submitted and approved by the closing dates.</b>						
<b>** All dates worked through 8/31/21 will be expensed in the Fiscal Year 2021 budget.</b>						
2021	18 *	August 9, 2021	August 22, 2021	August 23, 2021	August 24, 2021	September 1, 2021
2021	19 *	August 23, 2021	September 5, 2021	September 7, 2021 by 10:00 AM	September 7, 2021	September 15, 2021
2021	20	September 6, 2021	September 19, 2021	September 20, 2021	September 21, 2021	September 29, 2021
2021	21	September 20, 2021	October 3, 2021	October 4, 2021	October 5, 2021	October 13, 2021
2021	22	October 4, 2021	October 17, 2021	October 18, 2021	October 19, 2021	October 27, 2021
2021	23	October 18, 2021	October 31, 2021	November 1, 2021	November 2, 2021	November 10, 2021
2021	24	November 1, 2021	November 14, 2021	November 15, 2021	November 16, 2021	November 24, 2021
2021	25	November 15, 2021	November 28, 2021	November 29, 2021	November 30, 2021	December 8, 2021
2021	26	November 29, 2021	December 12, 2021	December 13, 2021	December 14, 2021	December 22, 2021
2022	1	December 13, 2021	December 26, 2021	December 27, 2021	December 28, 2021	January 5, 2022
2022	2	December 27, 2021	January 9, 2022	January 10, 2022	January 11, 2022	January 19, 2022
2022	3	January 10, 2022	January 23, 2022	January 24, 2022	January 25, 2022	February 2, 2022
2022	4	January 24, 2022	February 6, 2022	February 7, 2022	February 8, 2022	February 16, 2022
2022	5	February 7, 2022	February 20, 2022	February 21, 2022	February 22, 2022	March 2, 2022
2022	6	February 21, 2022	March 6, 2022	March 7, 2022	March 8, 2022	March 16, 2022
2022	7	March 7, 2022	March 20, 2022	March 21, 2022	March 22, 2022	March 30, 2022
2022	8	March 21, 2022	April 3, 2022	April 4, 2022	April 5, 2022	April 13, 2022
2022	9	April 4, 2022	April 17, 2022	April 18, 2022	April 19, 2022	April 27, 2022
2022	10	April 18, 2022	May 1, 2022	May 2, 2022	May 3, 2022	May 11, 2022
2022	11	May 2, 2022	May 15, 2022	May 16, 2022	May 17, 2022	May 25, 2022
2022	12	May 16, 2022	May 29, 2022	May 31, 2022 by 10:00 AM	May 31, 2022	June 8, 2022
2022	13	May 30, 2022	June 12, 2022	June 13, 2022	June 14, 2022	June 22, 2022
2022	14	June 13, 2022	June 26, 2022	June 27, 2022	June 28, 2022	July 6, 2022
2022	15	June 27, 2022	July 10, 2022	July 11, 2022	July 12, 2022	July 20, 2022
2022	16	July 11, 2022	July 24, 2022	July 25, 2022	July 26, 2022	August 3, 2022
2022	17	July 25, 2022	August 7, 2022	August 8, 2022	August 9, 2022	August 17, 2022
2022	18	August 8, 2022	August 21, 2022	August 22, 2022	August 23, 2022	August 31, 2022
<b>All dates worked through 8/31/22 will be expensed in the Fiscal Year 2022 budget.</b>						

**HOLIDAY SCHEDULE 2021 - 2022**

		NUMBER OF DAYS
September 6, 2021	Labor Day	1
November 24 - 26, 2021 (No Classes Held November 24 - 28)	Thanksgiving	3
December 22 - 24, 27 - 31, 2021	Winter Break	8
January 17, 2022	Martin Luther King Jr. Day	1
March 14 - 18, 2022 (No Classes Held March 14 - 20)	Spring Break	5
April 15, 2022 (No Classes Held April 15-17)	Spring Holiday	1
May 30, 2022	Memorial Day	1
June 17, 2022	Juneteenth	1
July 4, 2022 (No Classes Held July 2 - 4)	Independence Day	1
	<b>TOTAL HOLIDAYS</b>	<b>22</b>

BW 19 2021 Due to the Labor Day holiday, the submission deadline is September 7, 2021 by 10:00 AM.

BW 1 2022 The submission and approval deadlines are during winter break. Please submit and approve prior to leaving for the break.

BW 12 2022 Due to the Memorial Day holiday, the submission deadline is May 31, 2022 by 10:00 AM