

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

<b>SUBMISSION DATES</b>		<b>DUE TO PROVOST BY 2:00 PM</b>	<b>PAYDAY</b>
<b>INCLUDES ADJUNCT/OVERLOAD ABSENCE FORMS, SUBSTITUTE FORMS, AND ADJUNCT HOURLY TIMESHEETS</b>			
<b>BEGINS MONDAY</b>	<b>ENDS SUNDAY</b>		
August 16	September 12	September 14	<b>September 30</b>
September 13	October 17	October 19	<b>October 29</b>
October 18	November 14	November 16	<b>November 30</b>
November 15	December 12	December 14th	<b>December 31</b>
December 13	January 16	January 18	<b>January 31</b>
January 17	February 13	February 15	<b>February 28</b>
February 14	March 13	Due to Spring Break, Timesheets are due to Provost on <b>Monday, March 21st</b>	<b>March 31</b>
March 14	April 17	April 19	<b>April 29</b>
April 18	May 15	May 17	<b>May 31</b>
May 16	June 12	June 14	<b>June 30</b>
June 13	July 17	July 19	<b>July 29</b>
July 18	August 14	August 16	<b>August 31</b>
<b>HOLIDAY SCHEDULE</b>		<b>NUMBER OF DAYS</b>	<b>NOTES</b>
September 6, 2021	Labor Day	1	<p>All time to be input by the payroll department should be submitted to the Provost's office by 2:00 pm on the Tuesday after the pay period closes. This applies to all areas regardless of reporting hierarchy.</p> <p>Forms need to be attached to <u>one</u> coversheet per ORG. This should include all adjunct and overload absences, substitute forms and adjunct hourly forms.</p> <p>Departments that do not have forms to forward to payroll do not need to submit a coversheet.</p>
November 24-26, 2021 (No Classes Held Nov 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	<u>Independence Day</u>	<u>1</u>	
Total Holidays		<b>22</b>	