MEMORANDUM

DATE: 8/1/2021
TO: Collin College Employees
FROM: Payroll Department

Time Sheet Cutoff and Direct Deposit Dates for FY2021-2022

TIMESHEET Begin Date	TIMESHEET End Date	Employee Submit Time Required By END of DAY	Manager Approval Requried By 5:00 PM	ALL Employees Direct Deposit Dates
Year 2021				
Sunday, Aug 15	Saturday, Sept 11	Saturday, Sept 11	Monday, Sept 13	Wednesday, Sept 29
Sunday, Sep 12	Saturday, Oct 16	Saturday, Oct 16	Monday, Oct 89	Thursday, Oct 28
Sunday, Oct 17	Saturday, Nov 13	Saturday, Nov 13	Monday, Nov 15	Monday, Nov 29
Sunday, Nov 14	Saturday Dec 11	Saturday Dec 11	Monday, Dec 13	Wednesday, Dec 22
Year 2022				
Sunday, Dec 12	Saturday, Jan 15	Saturday, Jan 15	Tuesday, Jan 18	Friday, Jan 28
Sunday, Jan 16	Saturday, Feb 12	Saturday, Feb 12	Monday, Feb 14	Friday, Feb 25
Sunday, Feb 13	Saturday, Mar 12	Saturday, Mar 12	Monday, Mar 14	Wednesday, Mar 30
Sunday, Mar 13	Saturday, April 16	Saturday, April 16	Monday, April 18	Thursday, Apr 28
Sunday, April 17	Saturday, May 14	Saturday, May 14	Monday, May 16	Friday, May 27
Sunday, May 15	Saturday, Jun 18	Saturday, Jun 18	Monday, Jun 20	Wednesday, Jun 29
Sunday, Jun 19	Saturday, Jul 16	Saturday, Jul 16	Monday, Jul 18	Thursday, Jul 28
Sunday, Jul 17	Saturday, Aug 13	Saturday, Aug 13	Monday, Aug 15	Tuesday, Aug 30