MEMORANDUM

DATE: 8/1/2023
TO: Collin College Employees
FROM: Payroll Department

Time Sheet Cutoff and Direct Deposit Dates for FY2023-2024

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 2023				
Sunday, Aug 13	Saturday, Sept 09	Saturday, Sept 09	Monday, Sept 11	Thursday, Sept 28
Sunday, Sep 10	Saturday, Oct 14	Saturday, Oct 14	Monday, Oct 16	Monday, Oct 30
Sunday, Oct 15	Saturday, Nov 11	Saturday, Nov 11	Monday, Nov 13	Wednesday, Nov 29
Sunday, Nov 12	Saturday Dec 09	Saturday Dec 09	Monday, Dec 11	Thursday, Dec 21
Year 2024				
Sunday, Dec 10	Saturday, Jan 13	Saturday, Jan 13	Tuesday, Jan 16	Tuesday, Jan 30
Sunday, Jan 14	Saturday, Feb 10	Saturday, Feb 10	Monday, Feb 12	Wednesday, Feb 28
Sunday, Feb 11	Saturday, Mar 16	Saturday, Mar 16	Monday, Mar 18	Thursday, Mar 28
Sunday, Mar 17	Saturday, April 13	Saturday, April 13	Monday, April 15	Monday, Apr 29
Sunday, April 14	Saturday, May 11	Saturday, May 11	Monday, May 13	Thursday, May 30
Sunday, May 12	Saturday, Jun 15	Saturday, Jun 15	Monday, Jun 17	Thursday, Jun 27
Sunday, Jun 16	Saturday, Jul 13	Saturday, Jul 13	Monday, Jul 15	Tuesday, Jul 30
Sunday, Jul 14	Saturday, Aug 17	Saturday, Aug 17	Monday, Aug 19	Thursday, Aug 29

ANY EMPLOYEE STARTING AFTER THE 15TH OF THE MONTH WILL NOT BE PAID UNTIL THE FOLLOWING MONTHLY RUN