

FULL-TIME FACULTY PAYROLL SCHEDULE

The following schedule indicates the pay periods, timesheet due dates, and paydates for the academic year 2024-25.

Full-time faculty and staff who have assignments that qualify for additional earnings will have a separate part-time faculty check processed in addition to their regular bi-weekly earnings. Full-time faculty earnings will be disbursed in accordance to the following schedule:

PAY PERIOD		DUE DATE	PAYDATE	
			Check #	
07/28/24	- 08/10/24	Timesheet not required	1	08/23/24
08/11/24	- 08/24/24	08/23/24	2	08/30/24
08/25/24	- 09/07/24	09/06/24	3	09/13/24
09/08/24	- 09/21/24	09/20/24	4	09/27/24
09/22/24	- 10/05/24	10/04/24	5	10/11/24
10/06/24	- 10/19/24	10/18/24	6	10/25/24
10/20/24	- 11/02/24	11/01/24	7	11/08/24
11/03/24	- 11/16/24	11/15/24	8	11/22/24
11/17/24	- 11/30/24	11/27/24 ^	9	12/06/24
12/01/24	- 12/14/24	12/13/24	10	12/20/24
12/15/24	- 12/28/24	12/23/24 ^	11	01/03/25
12/29/24	- 01/11/25	01/10/25	12	01/17/25
01/12/25	- 01/25/25	01/24/25	13	01/31/25
01/26/25	- 02/08/25	02/07/25	14	02/14/25
02/09/25	- 02/22/25	02/21/25	15	02/28/25
02/23/25	- 03/08/25	03/07/25	16	03/14/25
03/09/25	- 03/22/25	03/21/25	17	03/28/25
03/23/25	- 04/05/25	04/04/25	18	04/11/25
04/06/25	- 04/19/25	04/17/25 ^	19	04/25/25
04/20/25	- 05/03/25	05/02/25	20	05/09/25
05/04/25	- 05/17/25	05/16/25		-

* Early paydate

^ Early time sheet submission and supervisor approval date

Timesheets received by payroll after the due date will be processed on the following paydate. Due dates/paydates are subject to change if payroll need arises. In the event of a change, a college-wide announcement will be made on week-ahead. Updates can also be found online: <http://www.matc.edu/who-we-are/offices/finance/payroll.html>