

## PART-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
07/21/24	- 08/03/24	08/02/24	08/16/24
08/04/24	- 08/17/24	08/16/24	08/30/24
08/18/24	- 08/31/24	08/30/24	09/13/24
09/01/24	- 09/14/24	09/13/24	09/27/24
09/15/24	- 09/28/24	09/27/24	10/11/24
09/29/24	- 10/12/24	10/11/24	10/25/24
10/13/24	- 10/26/24	10/25/24	11/08/24
10/27/24	- 11/09/24	11/08/24	11/22/24
11/10/24	- 11/23/24	11/22/24	12/06/24
11/24/24	- 12/07/24	12/06/24	12/20/24
12/08/24	- 12/21/24	12/20/24	01/03/25
12/22/24	- 01/04/25	01/03/25	01/17/25
01/05/25	- 01/18/25	01/17/25	01/31/25
01/19/25	- 02/01/25	01/31/25	02/14/25
02/02/25	- 02/15/25	02/14/25	02/28/25
02/16/25	- 03/01/25	02/28/25	03/14/25
03/02/25	- 03/15/25	03/14/25	03/28/25
03/16/25	- 03/29/25	03/28/25	04/11/25
03/30/25	- 04/12/25	04/11/25	04/25/25
04/13/25	- 04/26/25	04/25/25	05/09/25
04/27/25	- 05/10/25	05/09/25	05/23/25
05/11/25	- 05/24/25	05/23/25	06/06/25
05/25/25	- 06/07/25	06/06/25	06/20/25
06/08/25	- 06/21/25	06/20/25	07/03/25 *
06/22/25	- 07/05/25	07/03/25 ^	07/18/25
07/06/25	- 07/19/25	07/18/25	08/01/25
07/20/25	- 08/02/25	08/01/25	08/15/25

\* 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 email will be sent to employees.

Updates can also be found online: <http://www.matc.edu/who-we-are/offices/finance/payroll.html>