

PART-TIME FACULTY PAYROLL SCHEDULE

The following schedule indicates the part time pay periods, timesheet review/submit/approve dates, and paydates for the academic year 2025-26.

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.

PAY PERIOD	FACULTY REVIEW/SUBMIT	SUPERVISOR DUE DATE	PAYDATE
07/20/25 - 08/02/25	08/05/25 - 08/10/25	08/11/25	08/15/25
08/03/25 - 08/16/25	08/19/25 - 08/24/25	08/25/25	08/29/25
08/17/25 - 08/30/25	09/02/25 - 09/07/25	09/08/25	09/12/25
08/31/25 - 09/13/25	09/16/25 - 09/21/25	09/22/25	09/26/25
09/14/25 - 09/27/25	09/30/25 - 10/05/25	10/06/25	10/10/25
09/28/25 - 10/11/25	10/14/25 - 10/19/25	10/20/25	10/24/25
10/12/25 - 10/25/25	10/28/25 - 11/02/25	11/03/25	11/07/25
10/26/25 - 11/08/25	11/11/25 - 11/16/25	11/17/25	11/21/25
11/09/25 - 11/22/25	11/25/25 - 11/30/25	12/01/25	12/05/25
11/23/25 - 12/06/25	12/09/25 - 12/14/25	12/15/25	12/19/25
12/07/25 - 12/20/25	12/19/25 - 12/21/25 ^	12/22/25 ^	01/02/26
12/21/25 - 01/03/26	01/06/26 - 01/11/26	01/12/26	01/16/26
01/04/26 - 01/17/26	01/20/26 - 01/25/26	01/26/26	01/30/26
01/18/26 - 01/31/26	02/03/26 - 02/08/26	02/09/26	02/13/26
02/01/26 - 02/14/26	02/17/26 - 02/22/26	02/23/26	02/27/26
02/15/26 - 02/28/26	03/03/26 - 03/08/26	03/09/26	03/13/26
03/01/26 - 03/14/26	03/17/26 - 03/22/26	03/23/26	03/27/26
03/15/26 - 03/28/26	03/31/26 - 04/05/26	04/06/26	04/10/26
03/29/26 - 04/11/26	04/14/26 - 04/19/26	04/20/26	04/24/26
04/12/26 - 04/25/26	04/28/26 - 05/03/26	05/04/26	05/08/26
04/26/26 - 05/09/26	05/12/26 - 05/17/26	05/18/26	05/22/26
05/10/26 - 05/23/26	05/26/26 - 05/31/26	06/01/26	06/05/26
05/24/26 - 06/06/26	06/09/26 - 06/14/26	06/15/26	06/18/26 *
06/07/26 - 06/20/26	06/23/26 - 06/28/26	06/29/26	07/03/26
06/21/26 - 07/04/26	07/07/26 - 07/12/26	07/13/26	07/17/26
07/05/26 - 07/18/26	07/21/26 - 07/26/26	07/27/26	07/31/26
07/19/26 - 08/01/26	08/04/26 - 08/09/26	08/10/26	08/14/26

* Early paydate

^ Early time sheet submission and supervisor approval date

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>

[For more information on part-time faculty pay see the "Part-Time Faculty" tile on the "Employee Time Entry Card" on my.matc.edu](#)