

STAFF PAYROLL SCHEDULE

The following schedule indicates the pay periods, timesheet due dates, and paydates for the calendar year 2025.

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

* Early payday

^ Early time sheet submission and supervisor approval date

Timesheets received by payroll after the due date will be processed on the following payday. 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>