

# STAFF PAYROLL SCHEDULE

The following schedule indicates the pay periods, timesheet due dates, and paydates for the academic year 2025-2026.

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

\* 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>