

STAFF PAYROLL SCHEDULE

The following schedule indicates the pay period, the date paid, and the time report due dates for the calendar year 2020-2021.

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

* Early paydate

^ Early time sheet submission date. Employees must submit by 3 pm. Supervisors must approve by 11:59 pm.

TIME SHEETS RECEIVED BY PAYROLL AFTER THE DUE DATE WILL BE PROCESSED ON THE FOLLOWING PAY 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>