

## 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 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.

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

\* Early payday

^ 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 Entry Card" on my.matc.edu](#)