

STAFF PAYROLL SCHEDULE

The following schedule indicates the pay periods, timesheet due dates, and paydates for the calendar year 2024.

PAY PERIOD		DUE DATE	PAYDATE	
			Check #	
12/24/23	- 01/06/24	01/05/24	1	01/12/24
01/07/24	- 01/20/24	01/19/24	2	01/26/24
01/21/24	- 02/03/24	02/02/24	3	02/09/24
02/04/24	- 02/17/24	02/16/24	4	02/23/24
02/18/24	- 03/02/24	03/01/24	5	03/08/24
03/03/24	- 03/16/24	03/15/24	6	03/22/24
03/17/24	- 03/30/24	03/28/24 ^	7	04/05/24
03/31/24	- 04/13/24	04/12/24	8	04/19/24
04/14/24	- 04/27/24	04/26/24	9	05/03/24
04/28/24	- 05/11/24	05/10/24	10	05/17/24
05/12/24	- 05/25/24	05/24/24 ^	11	05/31/24
05/26/24	- 06/08/24	06/07/24	12	06/14/24
06/09/24	- 06/22/24	06/21/24	13	06/28/24
06/23/24	- 07/06/24	07/05/24	14	07/12/24
07/07/24	- 07/20/24	07/19/24	15	07/26/24
07/21/24	- 08/03/24	08/02/24	16	08/09/24
08/04/24	- 08/17/24	08/16/24	17	08/23/24
08/18/24	- 08/31/24	08/30/24 ^	18	09/06/24
09/01/24	- 09/14/24	09/13/24	19	09/20/24
09/15/24	- 09/28/24	09/27/24	20	10/04/24
09/29/24	- 10/12/24	10/11/24	21	10/18/24
10/13/24	- 10/26/24	10/25/24	22	11/01/24
10/27/24	- 11/09/24	11/08/24	23	11/15/24
11/10/24	- 11/23/24	11/21/24 ^	24	11/27/24 *
11/24/24	- 12/07/24	12/06/24	25	12/13/24
12/08/24	- 12/21/24	12/20/24	26	12/27/24

* 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>