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| PAY PERIODS  FALL SEMESTER (20 weeks): | TIME COLLECTION DUE | PAY DAY |
| August 6 - August 19 | August 22 | September 1 |
| August 20 - September 2 | September 05 | September 15 |
| September 3 - September 16 | September 19 | September 29 |
| September 17 - September 30 | October 03 | October 13 |
| October 1 - October 14\*\* | October 17 | October 27 |
| October 15 - October 28 | October 31 | November 10 |
| October 29 - November 11 | November 14 | November 24 |
| November 12 - November 25 | November 28 | December 8 |
| November 26 - December 9 | December 12 | December 22 |
| December 10 - December 23 | December 26 | January 5 |

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| PAY PERIODS  SPRING SEMESTER (20 WEEKS): | TIME COLLECTION DUE | PAY DAY |
| December 24 - January 06 | January 9 | January 19 |
| January 07 - January 20 | January 23 | February 2 |
| January 21 - February 03\*\* | February 06 | February 16 |
| February 04 - February 17 | February 20 | March 1 |
| February 18 - March 2 | March 05 | March 15 |
| March 3 - March 16 | March 19 | March 29 |
| March 17 - March 30 | April 02 | April 12 |
| March 31 - April 13 | April 16 | April 26 |
| April 14 - April 27 | April 30 | May 10 |
| April 28 - May 11 | May 14 | May 24 |

All time information must be entered and approved in HCM by 5:00 p.m. on each time collection due date. **Deadlines are subject to change per Employee Services.** *If you are unable to submit time by 10:00 a.m. on the due date, please contact Student Employment.*

If you miss a deadline your student(s) will not be paid until the next pay period and must be entered as LTS. Your department will be charged 100% for LTS. However, you can submit the Late Pay to Work-study Transfer Request form found on our website. Completion of the form does not guarantee that a transfer will occur. Transfer will be contingent upon availability of funds and student eligibility.

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| **IMPORTANT DATES TO REMEMBER** | | |
| August 05, 2023 | **Last** working day of the summer for students. Any unearned summer work-study is automatically cancelled after this date. | |
| August 06, 2023 | **First** day students **enrolled** in fall semester can begin working for the fall semester | |
| August 9, 2023 | **Last** due date for time entry for the final pay period of summer. | |
| October 1, 2023 | **“Use It or Lose It”** date for fall work-study to reflect earnings against award. | |
| December 21 2023 | **Last** working day for student’s **graduating/leaving** in the fall semester. | |
| December 24, 2023 | **First** day students **enrolled** in spring semester can begin working for the spring semester. | |
| February 1, 2024 | **“Use It or Lose It”** date for spring work-study to reflect earnings against award. | |
| May 9, 2024 | **Last** working day of the spring term for work-study students who **graduating/leaving** in the spring term. | |
| May 11, 2024 | **Last working day of the academic year for work-study students. Any unearned Work-Study is automatically cancelled after this date.** | |

**\*\*If a student is awarded academic work-study, they must begin earning their work-study award October 1, 2023 for fall and by February 1, 2024 for spring. If they cannot begin working by this date, the student or the employer must notify Student Employment by the deadline date or the award will automatically be cancelled. Send an email to studentemployment@colorado.edu.**

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| **IMPORTANT UNIVERSITY DATES** | |
| Aug. 28, 2023 | First Day of Fall Classes |
| Sep. 4, 2023 | Labor Day Holiday (campus closed)\*\*\* |
| Nov. 20-22, 2023 | Fall Break |
| Nov. 23-24, 2023 | Thanksgiving (campus closed) |
| Dec. 14, 2023 | Last Day of Fall Classes |
| Dec. 15-20, 2023 | Fall Finals Week |
| Dec. 21, 2023 | Fall Commencement. Last day graduating students can work for fall. |
| Dec. 25-29, 2023 | Christmas Holiday and Winter Break (campus closed)\*\*\* |
| Jan. 1, 2024 | New Year's Eve Day (campus closed) \*\*\* |
| Jan. 15, 2024 | Martin Luther King Holiday (campus closed) \*\*\* |
| Jan. 16, 2024 | First Day of Spring Classes |
| Mar. 25 - 29, 2024 | Spring Break (campus closed Fri. Mar. 29) \*\*\* |
| May 02, 2024 | Last Day of Spring Classes |
| May 03-09, 2024 | Spring Finals Week |
| May 9, 2024 | ***Last day graduating students can work for spring term and* University Commencement Ceremony** |

\*\*\* **Due to a university holiday, campus is closed this day, but student employees are not eligible for holiday pay since they are not entitled fringe benefits.**