

**UNIVERSITY OF COLORADO, BOULDER
OFFICE OF FINANCIAL AID
SCHEDULE OF BI-WEEKLY PAY PERIODS
WORK-STUDY EMPLOYER CALENDAR 2008-2009**

<u>PAY PERIODS</u>	<u>TIME COLLECTION</u> <u>DUE DATE*</u>	<u>PAY DAY</u>
<u>FALL SEMESTER (18 weeks):</u>		
Aug. 10 - Aug. 23	Aug. 28	Sept. 5
Aug. 24 - Sept. 6	Sept. 11	Sept. 19
Sept. 7 - Sept. 20	Sept. 25	Oct. 3
Sept. 21 - Oct. 4**	Oct. 9	Oct. 17
Oct. 5 - Oct. 18	Oct. 23	Oct. 31
Oct. 19 - Nov. 1	Nov. 6	Nov. 14
Nov. 2 - Nov. 15	Nov. 20	Nov. 28
Nov. 16 - Nov. 29	Dec. 4	Dec. 12
Nov. 30 - Dec. 13	Dec. 18	Dec. 26
<u>SPRING SEMESTER (20 WEEKS):</u>		
Dec. 14 - Dec. 27	Jan. 1	Jan. 9
Dec. 28 - Jan. 10	Jan. 15	Jan. 23
Jan. 11 - Jan. 24	Jan. 29	Feb. 6
Jan. 25 - Feb. 7**	Feb. 12	Feb. 20
Feb. 8 - Feb. 21	Feb. 26	Mar. 6
Feb. 22 - Mar. 7	Mar. 12	Mar. 20
Mar. 8 - Mar. 21	Mar. 26	Apr. 3
Mar. 22 - Apr. 4	Apr. 9	Apr. 17
Apr. 5 - Apr. 18	Apr. 23	May 1
Apr. 19 - May 2	May 7	May 15

Early Time Entry dates are in boldface type.

* All Time information must be entered **and** approved in HRMS by **Noon** on each Time Collection due date. **Dates and times are subject to change, refer to the payroll calendar at: <http://www.cusys.edu/pbs/hrms/ps/calendar.html>** for updates.

IMPORTANT DATES TO REMEMBER

- August 9, 2008 - Last working day of the summer for students. Any unearned Summer Work-Study is automatically cancelled after this date.
- August 10, 2008 - First day students can begin working for the academic year.
- August 12, 2008 - Last due date for Time Entry for the final pay period of summer.
- December 13, 2008 - Last working day for student's graduating/leaving in the fall semester.
- December 14, 2008 - First day continuing students (students enrolled for spring semester) can begin working for the spring semester.
- May 2, 2009 - Last working day of the academic year for work-study students. Any unearned Work-Study is automatically cancelled after this date.

UNIVERSITY HOLIDAYS/BREAKS

- September 1, 2008 - Labor Day Holiday
- November 23-27, 2008 - Fall/Thanksgiving Holiday
- December 24 & 25, 2008 - Christmas Holiday
- January 1, 2009 - New Year's Day
- January 19, 2009 - Martin Luther King Holiday
- March 23- 27, 2009 - Spring Break

****If a student is awarded academic work-study, they must begin earning their work-study award by October 4, 2008 for fall and by February 7, 2009 for spring. If they cannot begin working by this date, the student or the employer must notify the Student Employment**

Office by the deadline date or your award will automatically be cancelled. Call the Student Employment Office at 303-492-7349, or send an e-mail to stdemp@colorado.edu.