

**UNIVERSITY OF COLORADO AT BOULDER
2009 SUMMER PAYROLL CALENDAR
OFF-CAMPUS WORK-STUDY EMPLOYERS**

PAY PERIODS:	TIME COLLECTION CLOSE: *	PAY DATE:
May 3 - May 16	May 22 by 11:00am (System open only on Thursday 5/21 & will close on 5/22 at 11:00am)	May 29
May 17 - May 30**	June 2	June 12
May 31 - June 13	June 15 (System will close at 5:00pm)	June 26
June 14 - June 27	June 30	July 10
June 28 - July 11	July 14	July 24
July 12 - July 25	July 28	Aug. 07
July 26 - Aug. 08	Aug. 11	Aug. 21

TIME ENTRY FOR THE LAST PAY PERIOD OF THE SUMMER MUST BE TURNED IN ON TIME!! Any work-study hours turned in after the last Time Entry due date will be charged 100% to the employer.

Early dates are in boldface type.

* All Time information must be entered **and** approved in the CU Payroll by **Noon** on each Time Collection due date. **Dates and times are subject to change.**

If you are unable to submit time by 10:00 a.m. on the due date, please contact the Student Employment Office at 303-492-3548. If you miss this deadline your student(s) will not be paid until the next pay period!

IMPORTANT DATES TO REMEMBER

- May 2, 2009 - Last working day of the academic year for work-study student employees.
- May 3, 2009 - First working day for Summer work-study student employees.
- May 25, 2009 - Memorial Day - University Holiday. Students not eligible for holiday pay since they are not entitled to fringe benefits.
- July 4, 2009 - Independence Day Observed - University Holiday. Students not eligible for holiday pay since they are not entitled to fringe benefits.
- August 8, 2009 - Last working day of the summer for work-study student employees.

****If a student is awarded summer work-study, they must begin earning their work-study award by May 30, 2009. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by 5/30/09 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.**