

## OFFICE OF FINANCIAL AID

## SCHEDULE OF BI-WEEKLY PAY PERIODS

## OFF-CAMPUS WORK-STUDY EMPLOYER CALENDAR 2010-2011

PAY PERIODS		TIME COLLECTION DUE		PAY DAY	
FALL SEMESTER (18 weeks):					
August	08 - August 21	August	24	September	03
August	22 - September 04	September	07	September	17
September	05 - September 18	<b>September</b>	<b>23 (THUR. 11:00am)</b>	October	01
September	19 - October 02**	October	05	October	15
October	03 - October 16	<b>October</b>	<b>18 (MONDAY)</b>	October	29
October	17 - October 30	November	02	November	12
October	31 - November 13	<b>November</b>	<b>15 (MONDAY)</b>	November	26
November	14 - November 27	November	30	December	10
November	28 - December 11	December	14	December	24

PAY PERIODS		TIME COLLECTION DUE		PAY DAY	
SPRING SEMESTER (20 WEEKS):					
December	12 - December 25	December	28	January	07
December	26 - January 08	January	11	January	21
January	09 - January 22	January	25	February	04
January	23 - February 05**	February	08	February	18
February	06 - February 19	February	22	March	04
February	20 - March 05	March	08	March	18
March	06 - March 19	March	22	April	01
March	20 - April 02	April	05	April	15
April	03 - April 16	April	19	April	29
April	17 - April 30	May	03	May	13

\* All Time information must be entered **and** approved in HRMS by Noon on each Time Collection due date. *If you are unable to submit time by 10:00 a.m. on the due date, please contact the Student Employment Office.*

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.

### IMPORTANT DATES TO REMEMBER

August 07, 2010	<u>Last</u> working day of the summer for students. Any unearned Summer Work-Study is automatically cancelled after this date.
August 08, 2010	First day students can begin working for the academic year.
August 12, 2010	<u>Last</u> due date for Time Entry for the final pay period of summer.
December 11, 2010	<u>Last</u> working day for student's graduating/leaving in the fall semester.
December 12, 2010	First day students enrolled for spring semester can begin working for the spring semester.
April 30, 2011	<u>Last</u> working day of the academic year for <u>work-study students</u> . 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 by **October 1, 2010 for fall and by February 5, 2011 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](mailto:stdemp@colorado.edu).

### IMPORTANT UNIVERSITY DATES

Aug. 23, 2010	First Day of Fall Classes
Sep. 6, 2010	Labor Day Holiday (campus closed)*
Nov. 22-24, 2010	Fall Break
Nov. 25-26, 2010	Thanksgiving (campus closed)
Dec. 10, 2010	Last Day of Fall Classes
Dec. 11-16, 2010	Fall Finals Week
Dec. 17, 2010	Fall Commencement
Dec. 23 & 24, 2010	Christmas Holiday (campus closed)*
Dec. 31, 2010	New Year's Eve Day (campus closed)*
Jan. 10, 2011	First Day of Spring Classes
Jan. 17, 2011	Martin Luther King Holiday (campus closed)*
Mar. 21 - 25, 2011	Spring Break (campus closed Fri. Mar. 25)*
Apr. 28, 2011	Last Day of Spring Classes
April 30 - May 5, 2011	Spring Finals Week
May 6, 2011	Spring Commencement

\* 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.