

On-Campus Work-Study Time Collection

2024-2025

PAY PERIODS FALL SEMESTER (18 weeks):				TIME COLLECTION DUE		PAY DAY	
August	18	-	August 31	September	5	September	13
September	1	-	September 14	September	19	September	27
September	15	-	September 28	October	3	October	11
September	29	-	October 12**	October	17	October	25
October	13	-	October 26	October	31	November	8
October	27	-	November 9	November	14	November	22
November	10	-	November 23	November	28	December	6
November	24	-	December 7	December	12	December	20
December	8	-	December 21	December	26	January	3

PAY PERIODS SPRING SEMESTER (20 WEEKS):				TIME COLLECTION DUE		PAY DAY	
December	22	-	January 04	January	9	January	17
January	05	-	January 18	January	23	January	31
January	19	-	February 01**	February	6	February	14
February	02	-	February 15	February	20	February	28
February	16	-	March 1	March	6	March	14
March	2	-	March 15	March	20	March	28
March	16	-	March 29	April	3	April	11
March	30	-	April 12	April	17	April	25
April	13	-	April 26	May	1	May	9
April	27	-	May 10	May	15	May	23

All Time information must be entered and approved in HRMS by Noon on each Time Collection due date. 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 Work Dates

August 17, 2024	Last working day of the summer for students. Any unearned Summer Work-Study is automatically cancelled after this date.
August 18, 2024	First day students enrolled in fall semester can begin working for the fall semester.
August 22, 2024	Last due date for Time Entry for the final pay period of summer.
October 1, 2024	"Use It or Lose It" date for fall work-study to reflect earnings against award.
December 19, 2024	Last working day for student's graduating/leaving in the fall semester.
December 22, 2024	First day students enrolled in spring semester can begin working for the spring semester.
February 1, 2025	"Use It or Lose It" date for spring work-study to reflect earnings against award.
May 8, 2025	Last working day for student's graduating/leaving in the spring semester.
May 10, 2025	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, 2024 for fall and by February 1, 2025 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 studentemployment@colorado.edu.**

University Dates

Aug. 26, 2024	First Day of Fall Classes
Sep. 2, 2024	Labor Day Holiday (campus closed)***
Nov. 26-27, 2024	Fall Break
Nov. 28-29, 2024	Thanksgiving (campus closed)
Dec. 12, 2024	Last Day of Fall Classes
Dec. 13-18, 2024	Fall Finals Week
Dec. 19, 2024	Fall Commencement. Last day graduating students can work for fall.
Dec. 25-31, 2024	Christmas Holiday and Winter Break (campus closed)***
Jan. 1, 2025	New Year's Eve Day (campus closed) ***
Jan. 20, 2025	Martin Luther King Holiday (campus closed) ***
Jan. 13, 2025	First Day of Spring Classes
Mar. 24 - 28, 2025	Spring Break (campus closed Fri. Mar. 29) ***
May 01, 2025	Last Day of Spring Classes
May 03-07, 2025	Spring Finals Week
May 08, 2025	Spring Commencement

*** Due to a university holiday, campus is closed this day, but student employees are not eligible for holiday pay nor paid when the campus has closures due to weather since they are not entitled fringe benefits.