

Off-Campus Work-Study Time Collection

2025-2026

Fall Semester (18 weeks)					
Pay Periods			Time Collection Due		Pay Day
Aug.	17	to Aug. 30	Sept.	2	Sept. 12
Aug.	31	to Sept. 13	Sept.	16	Sept. 26
Sept.	14	to Sept. 27	Sept.	30	Oct. 10
Sept.	28	to Oct. 11**	Oct.	14	Oct. 24
Oct.	12	to Oct. 25	Oct.	28	Nov. 7
Oct.	26	to Nov. 8	Nov.	11	Nov. 21
Nov.	8	to Nov. 22	Nov.	25	Dec. 5
Nov.	23	to Dec. 6	Dec.	9	Dec. 19
Dec.	7	to Dec. 20	Dec.	23	Jan. 2

Spring Semester (20 weeks)					
Pay Periods			Time Collection Due		Pay Day
Dec.	21	to Jan. 3	Jan.	6	Jan. 16
Jan.	4	to Jan. 17	Jan.	20	Jan. 30
Jan.	18	to Jan. 31**	Feb.	3	Feb. 13
Feb.	1	to Feb. 14	Feb.	17	Feb. 27
Feb.	15	to Feb. 28	March	3	March 13
March	1	to March 14	March	17	March 27
March	15	to March 28	March	31	April 10
March	29	to April 11	April	14	April 24
April	12	to April 25	April	28	May 8
April	26	to May 9	May	12	May 22

All time information must be entered and approved in HCM by 5 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 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 [Employer Forms webpage](#). 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

Aug. 16, 2025	Last working day of the summer for students. Any unearned summer work-study is automatically forfeited after this date.
Aug. 17, 2025	First day students enrolled in fall semester can begin working for the fall semester.
Aug. 21, 2025	Last due date for time entry for the final pay period of summer.
Oct. 1, 2025	"Use It or Lose It" date for fall work-study to reflect earnings against award.
Dec. 12, 2025	Last working day for student's graduating/leaving in the fall semester.
Dec. 21, 2025	First day students enrolled in spring semester can begin working for the spring semester.
Feb. 1, 2026	"Use It or Lose It" date for spring work-study to reflect earnings against award.
May 2, 2026	Last working day for student's graduating/leaving in the spring semester.
May 9, 2026	Last working day of the academic year for work-study students. Any unearned work-study is automatically forfeited after this date.

If a student is awarded academic work-study, they must begin earning their work-study award Oct. 1, 2025, for fall semester and by Feb. 1, 2026 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 their award will automatically be cancelled.

University Dates

Aug. 21, 2025	First day of fall classes
Sep. 1, 2025	Labor Day holiday (campus closed)***
Nov. 24 to 26, 2025	Fall break
Nov. 27 & 28, 2025	Thanksgiving holiday (campus closed)
Dec. 5, 2025	Last day of fall semester classes
Dec. 6 to 12, 2025	Fall finals week
Dec. 12, 2025	Fall commencement (Last day graduating students can work for fall)
Dec. 25 to 31, 2025	Winter break (campus closed)***
Jan. 1, 2026	New Year's Eve Day (campus closed) ***
Jan. 8, 2026	First day of spring classes
Jan. 19, 2026	Martin Luther King holiday (campus closed) ***
Mar. 16 to 20, 2026	Spring break (campus closed Fri. Mar. 20) ***
April 24, 2026	Last day of spring classes
April 25 to May 1, 2026	Spring finals week
May 2, 2026	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.