

Off-Campus Work-Study Time Collection

2024-2025

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

| PAY PERIODS SPRING SEMESTER (20 WEEKS): | | | | TIME COLLECTION DUE | | PAY DAY | |
|--|----|---|---------------|---------------------|----|----------|----|
| December | 22 | - | January 04 | January | 7 | January | 17 |
| January | 05 | - | January 18 | January | 21 | January | 31 |
| January | 19 | - | February 01** | February | 4 | February | 14 |
| February | 02 | - | February 15 | February | 18 | February | 28 |
| February | 16 | - | March 1 | March | 4 | March | 14 |
| March | 2 | - | March 15 | March | 18 | March | 28 |
| March | 16 | - | March 29 | April | 1 | April | 11 |
| March | 30 | - | April 12 | April | 15 | April | 25 |
| April | 13 | - | April 26 | April | 29 | May | 9 |
| April | 27 | - | May 10 | May | 13 | May | 23 |

All time information must be entered and approved in HCM by 5:00 p.m. on each time collection due date. **Deadlines are subject to change per Employee Services.** If you are unable to submit time by 10:00 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 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 10, 2025 | Last working day of the academic year for work-study students . Any unearned Work-Study is automatically cancelled after this date. |
| August 17, 2024 | Last working day of the summer for students. Any unearned Summer 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 Student Employment by the deadline date or the award will automatically be cancelled. Send an email 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 since they are not entitled fringe benefits.