



PAY PERIODS		TIME COLLECTION DUE		PAY DAY	
FALL SEMESTER (20 weeks):					
August	13 - August 26	August	29	September	8
August	27 - September 9	September	12	September	22
September	10 - September 23	September	26	October	6
September	24 - October 7**	October	10	October	20
October	8 - October 21	October	24	November	3
October	22 - November 4	November	7	November	17
November	5 - November 18	November	21	December	1
November	19 - December 2	December	5	December	15
December	3 - December 16	December	19	December	29
December	17 - December 30	January	2	January	12

PAY PERIODS		TIME COLLECTION DUE		PAY DAY	
SPRING SEMESTER (20 WEEKS):					
December	31 - January 13	January	16	January	26
January	14 - January 27**	January	30	February	9
January	28 - February 10	February	13	February	23
February	11 - February 24	February	27	March	9
February	25 - March 10	March	13	March	23
March	11 - March 24	March	27	April	6
March	25 - April 7	April	10	April	20
April	8 - April 21	April	24	May	4
April	22 - May 5	May	8	May	18
May	6 - May 19	May	22	June	1

All Time information must be entered and approved in HCM by 5:00pm on each Time Collection due date. 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 DATES TO REMEMBER

- August 12, 2017 **Last** working day of the summer for students. Any unearned Summer Work-Study is automatically cancelled after this date.
- August 13, 2017 **First** day students **enrolled** in fall semester can begin working for the fall semester
- August 17, 2017 **Last** due date for Time Entry for the final pay period of summer.
- October 1, 2017 **“Use It or Lose It”** date for fall work-study to reflect earnings against award.
- December 21 2017 **Last** working day for student’s **graduating/leaving** in the fall semester.
- December 31, 2017 **First** day students **enrolled** for spring semester can begin working for the spring semester.
- February 1, 2018 **“Use It or Lose It”** date for spring work-study to reflect earnings against award.
- May 19, 2018 **Last** working day of the academic year for work-study students. *Any unearned Work-Study is automatically cancelled after this date.*
- May 10, 2018 Last working day for student’s graduating/leaving in the spring semester.

****If a student is awarded academic work-study, they must begin earning their work-study award October 1, 2017 for fall and by January 27, 2018 for spring. If they cannot begin working by this date, the student or the employer must notify Student Employment by the deadline date or your award will automatically be cancelled.**

IMPORTANT UNIVERSITY DATES

- Aug. 28, 2017 First Day of Fall Classes
- Sep. 4, 2017 Labor Day Holiday (campus closed)***
- Nov. 20-22 2017 Fall Break
- Nov. 23-24, 2017 Thanksgiving (campus closed)
- Dec. 14, 2017 Last Day of Fall Classes
- Dec. 16-20, 2017 Fall Finals Week
- Dec. 21, 2017 **Last day graduating students can work for fall.**
- Dec. 24 & 25, 2017 Christmas Holiday (campus closed)***
- Jan. 1, 2018 New Year's Day (campus closed) ***
- Jan. 15, 2018 Martin Luther King Holiday (campus closed) ***
- Jan. 16, 2018 First Day of Spring Classes
- Mar. 26 - 30, 2018 Spring Break (campus closed Fri. Mar. 31) ***
- May 3, 2018 Last Day of Spring Classes
- May 05-9, 2019 Spring Finals Week
- May 10, 2018 **Last day graduating students can work for spring term.**
- May 10, 2018 University Commencement Ceremony

*** 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.