



PAY PERIODS		TIME COLLECTION DUE		PAY DAY	
FALL SEMESTER (20 weeks):					
August	11 - August	24	August	27	September 6
August	25 - September	7	September	10	September 20
September	8 - September	21	September	24	October 4
September	22 - October	5**	October	8	October 18
October	6 - October	19	October	22	November 1
October	20 - November	2	November	5	November 15
November	3 - November	16	November	19	November 29
November	17 - November	30	December	03	December 13
December	1 - December	14	December	17	December 27
December	15 - December	28	December	31	January 10

PAY PERIODS		TIME COLLECTION DUE		PAY DAY	
SPRING SEMESTER (20 WEEKS):					
December	29 - January	11	January	14	January 24
January	12 - January	25**	January	28	February 7
January	26 - February	8	February	11	February 21
February	9 - February	22	February	25	March 6
February	23 - March	7	March	10	March 20
March	8 - March	21	March	24	April 3
March	22 - April	4	April	7	April 17
April	5 - April	18	April	21	May 1
April	19 - May	2	May	5	May 15
May	3 - May	16	May	19	May 29

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 DATES TO REMEMBER

- August 10, 2019 **Last** working day of the summer for students. Any unearned summer work-study is automatically cancelled after this date.
- August 11, 2019 **First** day students **enrolled** in fall semester can begin working for the fall semester
- August 15, 2019 **Last** due date for Time Entry for the final pay period of summer.
- October 1, 2019 **“Use It or Lose It”** date for fall work-study to reflect earnings against award.
- December 19 2019 **Last** working day for student’s **graduating/leaving** in the fall semester.
- December 29, 2019 **First** day students **enrolled** for spring semester can begin working for the spring semester.
- February 1, 2020 **“Use It or Lose It”** date for spring work-study to reflect earnings against award.
- May 16, 2020 **Last** working day of the academic year for **work-study students**. *Any unearned work-study is automatically cancelled after this date.*
- May 7, 2020 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, 2019 for fall and by February 1, 2020 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. 26, 2019 First Day of Fall Classes
- Sep. 2, 2019 Labor Day Holiday (campus closed)***
- Nov. 25-27 2019 Fall Break
- Nov. 28-29, 2019 Thanksgiving (campus closed)
- Dec. 12, 2019 Last Day of Fall Classes
- Dec. 14-18, 2019 Fall Finals Week
- Dec. 19, 2019 **Last day graduating students can work for fall.**
- Dec. 24 & 25, 2019 University Holiday (campus closed)***
- Jan. 1, 2020 New Year’s Day (campus closed) ***
- Jan. 20, 2020 Martin Luther King Holiday (campus closed) ***
- Jan. 13, 2020 First Day of Spring Classes
- Mar. 23 - 27, 2020 Spring Break (campus closed Fri. Mar. 31) ***
- April 30, 2020 Last Day of Spring Classes
- May 2-6, 2020 Spring Finals Week
- May 7, 2020 **Last day graduating students can work for spring term.**
- May 7, 2020 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.