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 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**

**FALL SEMESTER (20 weeks):**

- **PAY PERIODS:**
  - August 11 - August 24
  - August 25 - September 7
  - September 8 - September 21
  - September 22 - October 5
  - October 6 - October 19
  - October 20 - November 2
  - November 3 - November 16
  - November 17 - December 30
  - December 1 - December 14
  - December 15 - December 28

- **TIME COLLECTION DUE:**
  - August 29
  - September 12
  - September 26
  - October 10
  - October 24
  - November 7
  - November 21
  - December 5
  - December 19
  - January 2

- **PAY DAY:**
  - September 6
  - November 4
  - October 18
  - November 1
  - November 15
  - December 29
  - December 27
  - January 10

**SPRING SEMESTER (20 WEEKS):**

- **PAY PERIODS:**
  - January 29 - January 11
  - January 12 - January 25
  - February 26 - February 8
  - February 9 - February 22
  - February 23 - March 7
  - March 8 - March 21
  - March 22 - April 4
  - April 5 - April 18
  - April 19 - May 2
  - May 3 - May 16

- **TIME COLLECTION DUE:**
  - January 16
  - January 30
  - February 13
  - February 27
  - March 12
  - March 26
  - April 9
  - April 23
  - May 7
  - May 21

- **PAY DAY:**
  - January 24
  - February 7
  - February 21
  - March 6
  - April 3
  - April 17
  - May 1
  - May 15
  - May 29

**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 in 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 7, 2020**
  - Last working day of the spring term for work-study students who graduating/leaving in the spring term.

- **May 16, 2020**
  - Last working day of the academic year for work-study students. Any unearned Work-Study is automatically cancelled after this date.

**IMPORTANT UNIVERSITY DATES**

- **Aug. 26, 2019**
  - First Day of Fall Classes

- **Sep. 2, 2019**
  - Labor Day Holiday (campus closed)***

- **Nov. 25-27, 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.

University of Colorado Boulder

OFFICE OF FINANCIAL AID

2019-20 On-Campus Work-study Time Collection Calendar

July 28, 2019