



| PAY PERIODS | | TIME COLLECTION DUE | | PAY DAY | |
|----------------------------------|------------------|---------------------|----|-----------|----|
| FALL SEMESTER (20 weeks): | | | | | |
| August | 11 - August 24 | August | 29 | September | 6 |
| August | 25 - September 7 | September | 12 | September | 20 |
| September | 8 - September 21 | September | 26 | October | 4 |
| September | 22 - October 5** | October | 10 | October | 18 |
| October | 6 - October 19 | October | 24 | November | 1 |
| October | 20 - November 2 | November | 7 | November | 15 |
| November | 3 - November 16 | November | 21 | November | 29 |
| November | 17 - November 30 | December | 5 | December | 13 |
| December | 1 - December 14 | December | 19 | December | 27 |
| December | 15 - December 28 | January | 2 | January | 10 |

| PAY PERIODS | | TIME COLLECTION DUE | | PAY DAY | |
|------------------------------------|-------------------|---------------------|----|----------|----|
| SPRING SEMESTER (20 WEEKS): | | | | | |
| December | 29 - January 11 | January | 16 | January | 24 |
| January | 12 - January 25** | January | 30 | February | 7 |
| January | 26 - February 8 | February | 13 | February | 21 |
| February | 9 - February 22 | February | 27 | March | 6 |
| February | 23 - March 7 | March | 12 | March | 20 |
| March | 8 - March 21 | March | 26 | April | 3 |
| March | 22 - April 4 | April | 9 | April | 17 |
| April | 5 - April 18 | April | 23 | May | 1 |
| April | 19 - May 2 | May | 7 | May | 15 |
| May | 3 - May 16 | May | 21 | 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 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 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. |

****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. Call Student Employment at 303-492-7349, or send an email to studentemployment@colorado.edu.**

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.