



## OFFICE OF FINANCIAL AID

PAY PERIODS				TIME COLLECTION DUE		PAY DAY		
SPRING SEMESTER (20 WEEKS):								
August	08	-	August	21	August	24	September	4
August	22	-	September	4	September	07	September	18
September	5	-	September	18	September	21	October	2
September	19	-	October	2**	October	05	October	16
October	3	-	October	16	October	19	October	30
October	17	-	October	30	November	02	November	13
October	31	-	November	13	November	16	November	27
November	14	-	November	27	November	30	December	11
November	28	-	December	11	December	14	December	25
December	12	-	December	25	December	28	January	8

PAY PERIODS				TIME COLLECTION DUE		PAY DAY		
SPRING SEMESTER (20 WEEKS):								
December	26	-	January	8	January	11	January	21
January	9	-	January	22**	January	25	February	4
January	23	-	February	5	February	08	February	18
February	6	-	February	19	February	22	March	4
February	20	-	March	5	March	08	March	18
March	6	-	March	19	March	22	April	1
March	20	-	April	2	April	05	April	15
April	3	-	April	16	April	19	April	29
April	17	-	April	30	May	3	May	13
May	1	-	May	14	May	17	May	27

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 08, 2021	<b>Last</b> working day of the summer for students. Any unearned summer work-study is automatically cancelled after this date.
August 09, 2021	<b>First</b> day students <b>enrolled</b> in fall semester can begin working for the fall semester
August 9, 2021	<b>Last</b> due date for Time Entry for the final pay period of summer.
October 1, 2021	<b>"Use It or Lose It"</b> date for fall work-study to reflect earnings against award.
December 16 2021	<b>Last</b> working day for student's <b>graduating/leaving</b> in the fall semester.
December 26, 2021	<b>First</b> day students <b>enrolled</b> for spring semester can begin working for the spring semester.
February 1, 2022	<b>"Use It or Lose It"</b> date for spring work-study to reflect earnings against award.
May 5, 2022	<b>Last</b> working day for student's <b>graduating/leaving</b> in the spring semester.
May 14, 2022	<b>Last</b> 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, 2021 for fall and by February 1, 2022 for spring. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by the deadline date or your award will automatically be cancelled. Call the Student Employment Office at 303-492-7349 or send an e-mail to studentemployment@colorado.edu.**

### IMPORTANT UNIVERSITY DATES

Aug. 23, 2021	First Day of Fall Classes
Sep. 6, 2021	Labor Day Holiday (campus closed)***
Nov. 22-24, 2021	Fall Break
Nov. 25-26, 2021	Thanksgiving (campus closed)
Dec. 09, 2021	Last Day of Fall Classes
Dec. 11-15, 2021	Fall Finals Week
Dec. 16, 2021	<b>Last day graduating students can work for fall.</b>
Dec. 27-31, 2021	Winter Break. University Holiday (campus closed)***
Jan. 1, 2022	New Year's Day (campus closed) ***
Jan. 10 2022	First Day of Spring Classes
Jan. 17, 2022	Martin Luther King Holiday (campus closed) ***
Mar. 21 - 25, 2021	Spring Break (campus closed Fri. Mar. 26) ***
April 28, 2022	Last Day of Spring Classes
April 30-May 4, 2022	Spring Finals Week
May 5, 2022	<b>Last day graduating students can work for spring term.</b>

\*\*\* 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

Pay Periods	Time Collection Due	Pay Day
May 15 – May 28 ❖	May 31	June 10
May 29 – June 11 ❖	June 14	June 24
June 12 – June 25 ⚡	June 28	July 8
June 26 – July 9	July 12	July 22
July 10 – July 23	July 26	August 5
July 24 – August 06**	August 9	August 19

❖ No transfers will be processed for these pay periods from hourly to work-study if they were set up in the HCM system if the indicator for work-study was not set up or wrong employee class

⚡ This pay period will post in the 2021-22 fiscal year. After this date, the remaining summer pay periods will post in 2022-23 fiscal year.

\*\*Students who will graduate in the summer 2022 must stop working on 08/06/22. They can work until last day of class.

- TIME ENTRY FOR THE LAST PAY PERIOD OF THE SUMMER MUST BE TURNED IN ON TIME! Any work-study hours turned in after the last Time Entry due date will be charged 100% to the employer.
- All Time information must be entered and approved in HCM by Noon on each Time Collection due date. *If you are unable to submit time by 10:00 a.m. on the due date, please contact the Student Employment Office.*
- 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

May 14, 2022	Last working day of the academic year for work-study student employees.
May 15, 2022	First day students enrolled for summer semester can begin working for the summer semester. <i>Must be enrolled in summer or bookending terms (spring 2022/full 2022) and the Financial Aid Office must have the FAFSA on file with demonstrated need for 2022-23 by start of summer term. FAFSA may take a week to process before it is received by our office.</i>
June 01, 2022	“Use It or Lose It” date for summer work-study to reflect earnings against award.
August 06, 2022	Last working day of the summer for students who will graduate in the summer.
August 06, 2022	Last working day of the summer for work-study student employees
August 07, 2022	First day students can begin working for the academic year.
August 11, 2022	Last due date for Time Entry for the final pay period of summer.

If a student is awarded summer work-study, they must begin earning their work-study award by June 1, 2022. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by 6/01/2022 or the award will automatically be cancelled. Send an e-mail to [studentemployment@colorado.edu](mailto:studentemployment@colorado.edu) to put a hold on the award.

### IMPORTANT UNIVERSITY DATES

April 28, 2022	Last day of spring 2022 Classes
April 30-May 04, 2022	Spring 2022 Finals Week
May 05, 2022	Spring 2022 Commencement
May 09, 2022	First day of Term M classes
May 26, 2022	Last day of classes and finals for Term M
May 30, 2022	Memorial Day - University Holiday (Campus Closed)**
May 31, 2022	First day of Terms A, C & D classes
July 01, 2022	Last day of classes and finals for Term A
July 04, 2022	Independence Day Observed - University Holiday (Campus Closed)**
July 05, 2022	First day of Term B classes
July 22, 2022	Last day of classes and finals for C
Aug. 01, 2022	First day of Augmester Term
Aug. 05, 2022	Last day of classes and finals for B & D
Aug. 18, 2022	Last day of classes and finals for Augmester

\*\*\* 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.