



PAY PERIODS		TIME COLLECTION DUE		PAY DAY	
<b>FALL SEMESTER (20 weeks):</b>					
August	08 - August 21	August	26	September	3
August	22 - September 4	September	09	September	17
September	5 - September 18	September	23	October	1
September	19 - October 2**	October	07	October	15
October	3 - October 16	October	21	October	29
October	17 - October 30	November	04	November	12
October	31 - November 13	November	18	November	26
November	14 - November 27	December	02	December	10
November	28 - December 11	December	16	December	24
December	12 - December 25	December	30	January	7

PAY PERIODS		TIME COLLECTION DUE		PAY DAY	
<b>SPRING SEMESTER (20 WEEKS):</b>					
December	26 - January 8	January	13	January	21
January	9 - January 22**	January	27	February	4
January	23 - February 5	February	10	February	18
February	6 - February 19	February	24	March	4
February	20 - March 5	March	10	March	18
March	6 - March 19	March	24	April	1
March	20 - April 2	April	07	April	15
April	3 - April 16	April	21	April	29
April	17 - April 30	May	05	May	13
May	1 - May 14	May	19	May	27

All time information must be entered and approved in HCM by 5:00pm 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 08, 2021 **Last** working day of the summer for students. Any unearned summer work-study is automatically cancelled after this date.
- August 09, 2021 **First** day students **enrolled** in fall semester can begin working for the fall semester
- August 11, 2021 **Last** due date for time entry for the final pay period of summer.
- October 1, 2021 **“Use It or Lose It”** date for fall work-study to reflect earnings against award.
- December 16 2021 **Last** working day for student’s **graduating/leaving** in the fall semester.
- December 26, 2021 **First** day students **enrolled** in spring semester can begin working for the spring semester.
- February 1, 2022 **“Use It or Lose It”** date for spring work-study to reflect earnings against award.
- May 5, 2022 **Last** working day of the spring term for work-study students who **graduating/leaving** in the spring term.
- May 14, 2022 **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, 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 Student Employment by the deadline date or the award will automatically be cancelled. Send an email to [studentemployment@colorado.edu](mailto: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 **Last day graduating students can work for fall.**
- Dec. 27-31, 2021 Winer 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. 25) \*\*\*
- April 28, 2022 Last Day of Spring Classes
- April 30-May 4, 2022 Spring Finals Week
- May 5, 2022 **Last day graduating students can work for spring term.**
- May 5, 2022 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.