

**METROPOLITAN STATE UNIVERSITY OF DENVER**

Office of Human Resources  
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**First and Last Workday for Work Study  
 Fall Semester - July 29 - December 15, 2018**

## SEMI-MONTHLY PAYROLL SCHEDULE FOR FALL 2018

This schedule covers ALL employees who are on the Semi-monthly payroll.

<u>SM</u>	<u>PAYROLL PERIODS</u>	<u>TIMESHEETS DUE</u> <small>DEADLINE: 11:59 PM</small>	<u>APPROVALS DUE</u> <small>DEADLINE: 11:59 PM</small>	<u>PAYDAYS</u>	<u>EMPLOYMENT PAPERWORK DUE</u> <small>DEADLINE 3:00PM</small>
16	July 29 – Aug 15, 2018	August 16, 2018	August 17, 2018	August 31, 2018	SM 18 <i>Due</i> August 16, 2018
17	August 16 - 31, 2018	September 4, 2018	September 5, 2018	September 14, 2018	SM 19 <i>Due</i> September 4, 2018
18	September 1 - 15, 2018	September 17, 2018	September 18, 2018	September 28, 2018	SM 20 <i>Due</i> September 17, 2018
19	September 16 - 30, 2018	October 1, 2018	October 2, 2018	October 15, 2018	SM 21 <i>Due</i> October 1, 2018
20	October 1 - 15, 2018	October 16, 2018	October 17, 2018	October 31, 2018	SM 22 <i>Due</i> October 16, 2018
21	October 16 - 31, 2018	November 1, 2018	November 2, 2018	November 15, 2018	SM 23 <i>Due</i> November 1, 2018
22	November 1 - 15, 2018	<i>November 15, 2018</i> <small>EARLY TIME ENTRY – ESTIMATE HOURS IF NECESSARY</small>	<i>November 16, 2018</i>	November 30, 2018	SM 24 <i>Due</i> November 16, 2018
23	November 16 - 30, 2018	December 3, 2018	December 4, 2018	December 14, 2018	<b>SM 1 <i>Due</i> December 3, 2018*</b>
24	December 1 - 15, 2018	<i>December 13, 2018</i> <small>EARLY TIME ENTRY – ESTIMATE HOURS IF NECESSARY</small>	<i>December 14, 2018</i>	December 31, 2018	SM 2 <i>Due</i> December 17, 2018

**\*SPRING 2019 PAPERWORK IS DUE ON DECEMBER 1 (SM 1) BY 3:00PM TO STUDENT SUCCESS BUILDING RM. 310**

❖❖FALL SEMESTER ENDS DECEMBER 15, 2018❖❖

All jobs for student employees, both hourly and work-study, end on this day.  
 Work-study students may begin to earn their SPRING 2019 award on December 16, 2018

**TIMESHEET & APPROVAL REMINDERS:** Can be downloaded from the [Student Employment Calendar](#)

**PAY CHECK PICK-UP:** Cashier's Office – Student Success Building- Room 150. Please bring photo ID.  
 Additional information on student employment can be found at: [Student Employment Portal](#)