

**METROPOLITAN STATE UNIVERSITY OF DENVER**

Office of Human Resources  
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**First and Last Workday for Work Study  
 Fall Semester – August 4 – December 14, 2019**

## SEMI-MONTHLY PAYROLL SCHEDULE FOR FALL 2019

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

<u>SM</u>	<u>PAYROLL PERIODS</u>	<u>TIMESHEETS DUE</u> <b>DEADLINE: 11:59 PM</b>	<u>APPROVALS DUE</u> <b>DEADLINE: 11:59 PM</b>	<u>PAYDAYS</u>	<u>EMPLOYMENT PAPERWORK DUE</u> <b>DEADLINE 3:00PM</b>
16	August 4 – 15, 2019	August 16, 2019	August 19, 2019	August 30, 2019	SM 18 <i>Due</i> August 16, 2019
17	August 16 - 31, 2019	September 3, 2019	September 4, 2019	September 13, 2019	SM 19 <i>Due</i> September 3, 2019
18	September 1 - 15, 2019	September 16, 2019	September 17, 2019	September 30, 2019	SM 20 <i>Due</i> September 16, 2019
19	September 16 - 30, 2019	October 1, 2019	October 2, 2019	October 15, 2019	SM 21 <i>Due</i> October 1, 2019
20	October 1 - 15, 2019	October 16, 2019	October 17, 2019	October 31, 2019	SM 22 <i>Due</i> October 16, 2019
21	October 16 - 31, 2019	November 1, 2019	November 4, 2019	November 15, 2019	SM 23 <i>Due</i> November 1, 2019
22	November 1 - 15, 2019	November 18, 2019	November 19, 2019	November 29, 2019	SM 24 <i>Due</i> November 18, 2019
23	November 16 - 30, 2019	December 2, 2019	December 3, 2019	December 13, 2019	<b>SM 1 <i>Due</i> December 2, 2019*</b>
24	December 1 - 14, 2019	December 16, 2019	December 17, 2019	December 31, 2019	SM 2 <i>Due</i> December 16, 2019

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

❖❖FALL SEMESTER ENDS DECEMBER 14, 2019❖❖

All jobs for student employees, both hourly and work-study, end on this day.  
 Work-study students may begin to earn their SPRING 2020 award on December 15, 2019

**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](#)