

METROPOLITAN STATE UNIVERSITY OF DENVER

Office of Human Resources
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First and Last Workday for Work Study
Spring Dates- December 16 - May 18, 2019

SEMI-MONTHLY PAYROLL SCHEDULE FOR SPRING 2019

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>
1	December 16 - 31, 2018	January 2, 2019	January 3, 2019	January 15, 2019	SM 3 <i>Due</i> Jan 2, 2019
2	January 1 - 15, 2019	January 16, 2019	January 17, 2019	January 31, 2019	SM 4 <i>Due</i> Jan 16, 2019
3	January 16 - 31, 2019	February 1, 2019	February 4, 2019	February 15, 2019	SM 5 <i>Due</i> Feb 1, 2019
4	February 1 - 15, 2019	February 18, 2019	February 19, 2019	February 28, 2019	SM 6 <i>Due</i> Feb 16, 2019
5	February 16 - 28, 2019	March 1, 2019	March 4, 2019	March 15, 2019	SM 7 <i>Due</i> Mar 1, 2019
6	March 1 - 15, 2019	March 18, 2019	March 19, 2019	March 29, 2019	SM 8 <i>Due</i> Mar 16, 2019
7	March 16 - 31, 2019	April 1, 2019	April 2, 2019	April 15, 2019	SM 9 <i>Due</i> April 2, 2019
8	April 1 - 15, 2019	April 16, 2019	April 17, 2019	April 30, 2019	SM 10 <i>Due</i> Apr 16, 2019
9	April 16 - 30, 2019	May 1, 2019	May 2, 2019	May 15, 2019	SM 11 <i>Due</i> May 1, 2019*
10	May 1 - 18, 2019	May 20, 2019	May 21, 2019	May 31, 2019	SM 12 <i>Due</i> May 14, 2019

***SUMMER PAPERWORK IS DUE ON MAY 1ST BY 3:00PM TO STUDENT SUCCESS BUILDING ROOM 310.**

❖❖ **SPRING SEMESTER ENDS MAY 18, 2019** ❖❖

All jobs for student employees, hourly and work-study, end on this day.
 Work-study students may begin to earn their **SUMMER** award on May 19, 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](#)