

METROPOLITAN STATE UNIVERSITY OF DENVER

Office of Human Resources
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**First and Last Workday for Work Study
 Summer Dates- May 19 – Aug 3, 2019**

SEMI-MONTHLY PAYROLL SCHEDULE FOR SUMMER 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>PAYDAY</u>	<u>ALL HIRING PAPERWORK DUE</u> <small>DEADLINE 3:00PM</small>
11	May 19 - 31, 2019	June 3, 2019	June 4, 2019	June 14, 2019	SM 13 <i>Due</i> June 3, 2019
12	June 1 - 15, 2019	June 17, 2019	June 18, 2019	June 28, 2019	SM 14 <i>Due</i> June 17, 2019
13	June 16 - 30, 2019	June 26, 2019 <small>EARLY TIME ENTRY – ESTIMATE HOURS IF NECESSARY</small>	June 27, 2019	July 15, 2019	SM 15 <i>Due</i> July 1, 2019
14	July 1 - 15, 2019	July 16, 2019	July 17, 2019	July 31, 2019	SM 16 <i>Due</i> July 16, 2019*
15	July 16 – Aug 3, 2019	August 5, 2019	August 6, 2019	August 15, 2019	SM 17 <i>Due</i> August 1, 2019

***FALL PAPERWORK IS DUE ON JULY 16TH BY 3:00PM TO JORDAN STUDENT SUCCESS BUILDING ROOM 310.**

❖❖SUMMER SEMESTER ENDS AUGUST 3, 2019❖❖

All jobs for student employees, hourly and work-study, end on this day.
 Work-study students may begin to earn their **FALL** award on **August 4, 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](#)