

**METROPOLITAN STATE UNIVERSITY OF DENVER**

Office of Human Resources  
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**First and Last Workday for Work Study  
 Fall Semester – August 2 – December 12, 2020**

## SEMI-MONTHLY PAYROLL SCHEDULE FOR FALL 2020

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

<u>SM</u>	<u>PAYROLL PERIODS</u>	<u>TIMESHEETS DUE</u> DEADLINE: 11:59 PM	<u>APPROVALS DUE</u> DEADLINE: 11:59 PM	<u>PAYDAYS</u>	<u>EMPLOYMENT PAPERWORK DUE</u> DEADLINE 3:00PM
16	August 2 – 15, 2020	August 17, 2020	August 18, 2020	August 31, 2020	SM 18 Due August 17, 2020
17	August 16 - 31, 2020	September 1, 2020	September 2, 2020	September 15, 2020	SM 19 Due September 1, 2020
18	September 1 - 15, 2020	September 16, 2020	September 17, 2020	September 30, 2020	SM 20 Due September 16, 2020
19	September 16 - 30, 2020	October 1, 2020	October 2, 2020	October 15, 2020	SM 21 Due October 1, 2020
20	October 1 - 15, 2020	October 16, 2020	October 19, 2020	October 30, 2020	SM 22 Due October 16, 2020
21	October 16 - 31, 2020	November 2, 2020	November 3, 2020	November 13, 2020	SM 23 Due November 2, 2020
22	November 1 - 15, 2020	November 16, 2020	November 17, 2020	November 30, 2020	SM 24 Due November 16, 2020
23	November 16 - 30, 2020	December 1, 2020	December 2, 2020	December 15, 2020	<b>SM 1 Due December 1, 2020*</b>
24	December 1 - 12, 2020	December 14, 2020	December 15, 2020	December 31, 2020	SM 2 Due December 14, 2020

**\*SPRING 2021 PAPERWORK IS DUE ON DECEMBER 1 (SM 1) BY 3:00PM TO STUDENT SUCCESS BUILDING RM. 310**

❖❖FALL SEMESTER ENDS DECEMBER 14, 2020❖❖

All jobs for student employees, both hourly and work-study, end on this day.  
 Work-study students may begin to earn their SPRING 2021 award on December 15, 2020

**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](#)