

METROPOLITAN STATE UNIVERSITY OF DENVER

Office of Human Resources
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First and Last Workday for Work Study
Spring Dates- December 15 - May 16, 2020

SEMI-MONTHLY PAYROLL SCHEDULE FOR SPRING 2020

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 15 - 31, 2019	January 2, 2020	January 3, 2020	January 15, 2020	SM 3 <i>Due</i> Jan 2, 2020
2	January 1 - 15, 2020	January 16, 2020	January 17, 2020	January 31, 2020	SM 4 <i>Due</i> Jan 16, 2020
3	January 16 - 31, 2020	February 3, 2020	February 4, 2020	February 15, 2020	SM 5 <i>Due</i> Feb 3, 2020
4	February 1 - 15, 2020	February 17, 2020	February 18, 2020	February 28, 2020	SM 6 <i>Due</i> Feb 17, 2020
5	February 16 - 29, 2020	March 2, 2020	March 3, 2020	March 13, 2020	SM 7 <i>Due</i> Mar 2, 2020
6	March 1 - 15, 2020	March 16, 2020	March 17, 2020	March 31, 2020	SM 8 <i>Due</i> Mar 16, 2020
7	March 16 - 31, 2020	April 1, 2020	April 2, 2020	April 15, 2020	SM 9 <i>Due</i> April 1, 2020
8	April 1 - 15, 2020	April 16, 2020	April 17, 2020	April 30, 2020	SM 10 <i>Due</i> Apr 16, 2020
9	April 16 - 30, 2020	May 1, 2020	May 4, 2020	May 15, 2020	SM 11 <i>Due</i> May 1, 2020
10	May 1 - 16, 2020	May 18, 2020	May 19, 2020	May 29, 2020	SM 12 <i>Due</i> May 18, 2020

***SUMMER PAPERWORK IS DUE ON MAY 1ST BY 3:00 PM.**

❖❖SPRING SEMESTER ENDS MAY 18, 2020❖❖

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 17, 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](#)