

METROPOLITAN STATE UNIVERSITY OF DENVER

Office of Human Resources
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First and Last Workday for Work Study
Spring Dates- December 13 - May 15, 2021

SEMI-MONTHLY PAYROLL SCHEDULE FOR SPRING 2021

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 13 - 31, 2020	January 4, 2021	January 5, 2021	January 15, 2021	SM 3 <i>Due</i> Jan 4, 2021
2	January 1 - 15, 2021	January 18, 2021	January 19, 2021	January 29, 2021	SM 4 <i>Due</i> Jan 18, 2021
3	January 16 - 31, 2021	February 1, 2021	February 2, 2021	February 15, 2021	SM 5 <i>Due</i> Feb 1, 2021
4	February 1 - 15, 2021	February 16, 2021	February 17, 2021	February 26, 2021	SM 6 <i>Due</i> Feb 16, 2021
5	February 16 - 28, 2021	March 1, 2021	March 2, 2021	March 15, 2021	SM 7 <i>Due</i> Mar 1, 2021
6	March 1 - 15, 2021	March 16, 2021	March 17, 2021	March 31, 2021	SM 8 <i>Due</i> Mar 16, 2021
7	March 16 - 31, 2021	April 1, 2021	April 2, 2021	April 15, 2021	SM 9 <i>Due</i> April 1, 2021
8	April 1 - 15, 2021	April 16, 2021	April 19, 2021	April 30, 2021	SM 10 <i>Due</i> Apr 16, 2021
9	April 16 - 30, 2021	May 3, 2021	May 4, 2021	May 14, 2021	SM 11 <i>Due</i> May 3, 2021
10	May 1 - 15, 2021	May 17, 2021	May 18, 2021	May 28, 2021	SM 12 <i>Due</i> May 17, 2021

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

❖❖SPRING SEMESTER ENDS MAY 15, 2021❖❖

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 16, 2021

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](#)