

**METROPOLITAN STATE UNIVERSITY OF DENVER**

Office of Human Resources  
 PO Box 173362, CB 47  
 Denver, Colorado 80217-3362  
 Phone: 303-615-0999



**First and Last Workday for Work Study  
 Summer Dates- May 17 – Aug 1, 2020**

## SEMI-MONTHLY PAYROLL SCHEDULE FOR SUMMER 2020

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

<b><u>SM</u></b>	<b><u>PAYROLL PERIODS</u></b>	<b><u>TIMESHEETS DUE</u></b> <small>DEADLINE: 11:59 PM</small>	<b><u>APPROVALS DUE</u></b> <small>DEADLINE: 11:59 PM</small>	<b><u>PAYDAY</u></b>	<b><u>ALL HIRING PAPERWORK DUE</u></b> <small>DEADLINE 3:00PM</small>
11	May 17 - 31, 2020	June 1, 2020	June 2, 2020	June 15, 2020	SM 13 <i>Due</i> June 1, 2020
12	June 1 - 15, 2020	June 16, 2020	June 17, 2020	June 30, 2020	SM 14 <i>Due</i> June 16, 2020
13	June 16 - 30, 2020	June 26, 2020 <small>EARLY TIME ENTRY – ESTIMATE HOURS IF NECESSARY</small>	June 29, 2020	July 15, 2020	SM 15 <i>Due</i> July 1, 2020
14	July 1 - 15, 2020	July 16, 2020	July 17, 2020	July 31, 2020	<b>SM 16 <i>Due</i> July 16, 2020*</b>
15	July 16 – Aug 1, 2020	August 3, 2020	August 4, 2020	August 14, 2020	SM 17 <i>Due</i> August 3, 2020

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

**❖❖SUMMER SEMESTER ENDS AUGUST 1, 2020❖❖**

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 2, 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](#)