

**METROPOLITAN STATE UNIVERSITY OF DENVER**

Office of Human Resources  
 PO Box 173362, CB 47  
 Denver, CO 80217-3362  
 Phone: 303-556-3120  
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First and Last Workday for Work Study  
 Spring Dates- December 16 - May 18, 2013

**Used to Determine what Timesheet to Submit**

**Date Student Submits to Supervisor**

**Supervisors Enter in PHAHOOR**

**15th & Last Day of Each Month\***

**Dates Employment Actions Are Due! (Effective Dates)**

**SEMI-MONTHLY PAYROLL SCHEDULE FOR SPRING 2013**  
 This schedule covers ALL employees who are on the Semi-monthly payroll.

**SM PAYROLL PERIODS**

**TIMESHEETS DUE**

OFF-CAMPUS FAX OVER BY 5PM  
 TO 303-556-5010

**TIME ENTRY**

DEADLINE: 12:00 NOON  
 ON THE SECOND DAY

**PAYDAYS**

**EMPLOYMENT PAPERWORK DUE**

- 1 December 16 - 31, 2012
- 2 January 1 - 15, 2013
- 3 January 16 - 31, 2013
- 4 February 1 - 15, 2013
- 5 February 16 - 28, 2013
- 6 March 1 - 15, 2013

- January 2, 2013
- January 16, 2013
- February 1, 2013
- February 18, 2013
- March 1, 2013
- March 18, 2013

- January 2 & 3, 2013
- January 16 & 17, 2013
- February 1 & 4, 2013
- February 18 & 19, 2013
- March 1 & 4, 2013
- March 18 & 19, 2013

- January 15, 2013
- January 31, 2013
- February 15, 2013
- February 28, 2013
- March 15, 2013
- March 29, 2013

- SM 2 DUE Dec. 17, 2012
- SM 3 January 2 2013
- SM 4 January 16, 2013
- SM 5 February 1, 2013
- SM 6 February 16, 2013
- SM 7 March 1, 2013
- SM 8 March 16, 2013

\*Last Day is a Sunday  
 Moves to Friday Before