

METROPOLITAN STATE UNIVERSITY OF DENVER

Office of Human Resources
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**First and Last Workday for Work Study
Fall Semester – August 8 – December 18, 2021**

**SEMI-MONTHLY PAYROLL SCHEDULE
FOR FALL 2021**

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>ePAF Submission</u> <u>Deadlines</u> DUE BY 5:00PM
16	August 8 – 15, 2021	August 16, 2021	August 17, 2021	August 31, 2021	July 21, 2021
17	August 16 - 31, 2021	September 1, 2021	September 2, 2021	September 15, 2021	August 1, 2021
18	September 1 - 15, 2021	September 16, 2021	September 17, 2021	September 30, 2021	August 16, 2021
19	September 16 - 30, 2021	October 1, 2021	October 4, 2021	October 15, 2021	September 1, 2021
20	October 1 - 15, 2021	October 18, 2021	October 19, 2021	October 29, 2021	September 16, 2021
21	October 16 - 31, 2021	November 1, 2021	November 2, 2021	November 15, 2021	October 1, 2021
22	November 1 - 15, 2021	November 16, 2021	November 17, 2021	November 30, 2021	October 18, 2021
23	November 16 - 30, 2021	December 1, 2021	December 2, 2021	December 15, 2021	November 1, 2021
24	December 1 - 18, 2021	December 16, 2021 <small>EARLY TIME ENTRY – ESTIMATE HOURS IF NECESSARY</small>	December 17, 2021	December 30, 2021	November 16, 2021

***SPRING (SM 1) ePAF’S (ELECTRONIC PERSONNEL ACTION FORMS) ARE DUE ON DECEMBER 1, BY 5:00PM**

❖❖FALL SEMESTER ENDS DECEMBER 18, 2021❖❖

Work-study students may begin to earn their SPRING 2022 award on December 19, 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](#)