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
Spring Dates- December 16 - May 15, 2024

SEMI-MONTHLY PAYROLL SCHEDULE
FOR SPRING 2024

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

SM	PAYROLL PERIODS	TIMESHEETS DUE DEADLINE: 11:59 PM	APPROVALS DUE DEADLINE: 11:59 PM	PAYDAYS
1	December 16 - 31, 2023	January 2, 2024	January 3, 2024	January 16, 2024
2	January 1 - 15, 2024	January 16, 2024	January 17, 2024	January 31, 2024
3	January 16 - 31, 2024	February 1, 2024	February 2, 2024	February 15, 2024
4	February 1 - 15, 2024	February 16, 2024	February 19, 2024	February 29, 2024
5	February 16 - 29, 2024	March 1, 2024	March 4, 2024	March 15, 2024
6	March 1 - 15, 2024	March 18, 2024	March 19, 2024	March 29, 2024
7	March 16 - 31, 2024	April 1, 2024	April 2, 2024,	April 15, 2024
8	April 1 - 15, 2024	April 16, 2024	April 17, 2024	April 30, 2024
9	April 16 - 30, 2024	May 1, 2024	May 2, 2024,	May 15, 2024
10	May 1 - 15, 2024	May 16, 2024	May 17, 2024	May 31, 2024

❖❖SPRING SEMESTER ENDS MAY 15, 2024❖❖
All jobs for student hourly, international, and work-study employees will end on this day.

TIMESHEET & APPROVAL REMINDERS: Reminders will be sent via Workday notifications.

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**