

Important Dates for Student Employment

2023 Fall Semester

For a full listing of payroll deadlines for non-exempt hourly-paid positions and exempt monthly-paid positions, please see Payroll Services website: <https://payroll.utexas.edu/paydays-and-deadlines>

For a full listing of Work-Study deadlines, please visit the [Office of Financial Aid website](#).

- Work Study assignments should be initiated at least 1-2 weeks prior to the anticipated start date of the Work-Study position.

For a full listing of registration deadlines, please see the Registrar's website: <https://registrar.utexas.edu/calendars/23-24>

July 31, 2023 – Monday

- Workday's [Mass Extension Process](#) submission window opens for those student jobs that are being extended from Summer into Fall. This Mass Process cannot be used for any changes to job profiles.

August 1, 2023 – Tuesday

- Earliest effective date (Add Job, Hire or Change Job) for all Fall Semester non-Work-Study undergraduate and non-academic positions.

August 9, 2023 – Tuesday

- Work-Study and Part-Time Job Fair (virtual via HireUTexas) sponsored by [Texas Career Engagement](#)

August 15, 2023 - Tuesday

- Last date of work possible for all Summer Semester Work-Study positions.

August 16, 2023 - Wednesday

- Earliest start date (Add Job, Hire or Change Job) for all Fall Semester Work-Study positions.

August 21, 2023 – Monday

- First Day of Class

August 24, 2023 – Thursday (4th Class Day)

- Tuition payment is due by 5:00pm for all undergraduate, graduate and law students
- Departments will receive a Student Ineligibility Report

August 25, 2023 – Friday (5th Class Day)

- Work-Study and Part-Time Job Fair (in person) sponsored by [Texas Career Engagement](#)

- Run Filled Position Basics with Compensation (RPT0432) or Filled Position Basics (RPT 0245) to verify that all students who are working within your CSU/supervisory organizations have Fall Semester jobs. Utilize RPT0432 to verify the compensation rate is correct.
- Texas Global sends first warning email to international students who have submitted an Academic Blue student health insurance waiver, but do not have a benefits-eligible employment assignment in Workday. Visit the Texas Global website for information on [waiver process](#)

August 30, 2023 – Wednesday (8th Class Day)

- Preparation for [Workday's Monthly Mass End Job/Term Process](#): CSU Transaction Processing Deadline is 12pm to extend fixed-term jobs with End Employment Dates of 8/31/2023 or earlier
- Texas Global sends second warning email to international students who have submitted an Academic Blue student health insurance waiver, but do not have a benefits-eligible employment assignment in Workday. Visit the Texas Global website for information on [waiver process](#)

September 1, 2023 – Friday (10th Class Day)

- Effective start date for Fall Semester Benefits-Eligible Graduate Academic positions (Add Job, Hire, Change Job). For benefits-eligible positions, Workday assignments must have an End Employment Date on or after 1/15/2024 and a Graduate Academic Student Benefits Eligible Employee Type
- 5:00 pm: Deadline for international students to request Fall Semester [student health insurance waivers](#). Late submissions are not accepted.
- 5:00 pm: Texas Global conducts “hard audit” to confirm that international students who have applied for a student insurance waiver have a work assignment in Workday that is routing for approval.
 - **Waivers that do not pass the audit are voided and the student will be billed for student insurance. A financial bar will be placed on the student's record until payment is made.**
- 12:00 noon: Workday's [Mass Extension Process](#) submission window closes for those student jobs that are being extended from Summer into Fall.

September 6, 2023 – Wednesday (12th Class Day)

- Twelfth class day. For students in [student academic positions](#) to be eligible to be for a [resident tuition waiver](#), they must be employed on or before the 12th class day through the last class day.

- Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.
- If [Tuition Reduction Benefit \(TRB\)](#) recipients do not have final-approved eligible Workday jobs, email notifications are sent to the students and TRB creators.
- The September Mass End Job/Termination process will occur for positions with an end date on or before Aug. 31, 2023. The monthly Mass End Additional Job/Termination process will run for all fixed-term employees and non-employee positions.

September 11, 2023 – Monday

- Graduate School, Human Resources, Texas Global, and Office of Scholars and Financial Aid begin monitoring student ineligibility reports for students that no longer meet the eligibility requirements to hold a student position.
- Non-critical Student Eligibility Engine (SEE) error messages on Workday BPs become critical error messages.
- Run Filled Position Basics with Compensation (RPT0432) or Filled Position Basics (RPT 0245) to verify that all students who are working within your CSU/supervisory organizations have 2021 Fall Semester jobs. Utilize RPT0432 to verify the compensation rate is correct.
- Departments will receive a Student Ineligibility Report

September 19, 2023 - Tuesday

- Timesheets must be final approved by 5pm for Semi-Monthly hourly employees to receive payment.
- Run Filled Position Basics with Compensation (RPT0432) or Filled Position Basics (RPT 0245) to verify that all students who are working within your CSU/supervisory organizations have Fall Semester jobs. Utilize RPT0432 to verify the compensation rate is correct.
- Departments will receive a Student Ineligibility Report
- TRB awards canceled for students if assignments are not in a successfully completed status in Workday. Email notifications sent to all of the assignees on the TRB creator desks and the recipients.
 - **If students are not assigned to eligible positions required for TRB awards, email notifications are sent to students and TRB creators. If the students do not have final approved assignments, TRB awards are programmatically canceled. Email notifications of the assignees on the TRB creator desks and the recipients.**

September 22, 2023- Friday

- Salaried Graduate Academic positions must be final approved in Workday by 5pm for students to be paid on October 1, 2023
- Semi-Monthly Payday

October 2, 2023– Monday

- Texas Global sends final warning email about voiding student health insurance waivers for students who do not have benefits-eligible graduate academic employment. Notices are sent to both the student and the department.

October 9, 2023 – Monday

- Texas Global voids insurance waivers and bills ineligible students for Academic Blue student health insurance.

December 1, 2023 – Friday

- Last day to hire for Fall Work-study

December 31, 2023 - Sunday

- Last date of work possible for all Fall Semester Work-Study positions.