

Important Dates for Student Employment

2023 Summer 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 Scholarships & Financial Aid website: <https://finaid.utexas.edu/work-study/on-campus-employers/on-campus-work-study-dates-policies/>

May 18-Thursday

- Complete terminations of Spring academic graduate student (AGS) appointments in Workday. This will avoid pre-payment of summer insurance premiums.

May 25-Thursday

- Texas Global warning email sent to international students who are likely to fail the insurance waiver audit

May 29-Monday

- Memorial Day holiday.

May 30-Tuesday

- Texas Global second warning email sent to international students who are likely to fail the insurance waiver audit

May 31-Wednesday

- Work-Study Spring End Date - Last Day students are eligible to work in Spring Work-Study position.
- Complete summer academic graduate student (AGS) appointments in Workday, including the 0 hr. Summer TA/AI Anchor Jobs. This will ensure the summer insurance is in place benefits-eligible students. (final approval in Workday)

June 1-Thursday

- Summer Work-Study Start Date (6/01 – 8/15) – First Day students are eligible to work in a Summer Work-Study position.
- First day for summer academic graduate student work can begin. (6/1-8/31)
- Mass End Additional Job/Termination Process for academic graduate student (AGS) population

- Classes begin for first-term, nine-week, and whole-session classes.
- International Student and Scholar Services insurance waivers due by 5 pm

June 6-Tuesday

- Fourth class day for first-term, nine-week, and whole-session classes; this is the date the official enrollment count is taken.
- Tuition payment deadline is 5:00 p.m. for undergraduate, graduate, and law students.
- Payment for added classes (add bill) due by 5:00 p.m.
- If students are not assigned to eligible positions required for TRB awards, email notifications are sent to the students and TRB creators.

June 7-Wednesday

- Last day to submit Mass Extend (Mass End Employment Date Extension Process) for Summer (HR Executives)

June 9-Friday

- Mass End Additional Job/Termination Process

June 20-Tuesday

- Payroll deadline for BP to be routed, monthly payroll for July 3rd payday

July 3-Monday

- Texas Global audit warning email sent to international students who fail the insurance waiver audit; students must submit documentation by 5 pm of alternate insurance coverage that is compliant with regulations or they'll be charged in full for summer insurance

July 4-Tuesday

- Independence Day Holiday.

July 7-Friday

- Registration for students enrolling for the second term only. To complete registration, undergraduate, graduate, and law students must pay tuition by 5:00 p.m. on Thursday, July 14.
- Mass End Additional Job/Termination Process

July 10-Monday

- Classes begin for second-term classes.
- Texas Global monthly audit for international student insurance waiver requests, those who fail will be voided

July 13-Thursday

- Fourth class day for second-term classes; this is the date the official enrollment count is taken.
- Tuition payment deadline is 5:00 p.m. for undergraduate, graduate and law students.
- Payment for added classes (add bill) due by 5:00 p.m.

July 18-Monday

- International Student and Scholar Services Final Audit and waiver voids

July 19-Wednesday

- Payroll deadline for BP to be routed, monthly payroll for August 1st pay day

August 7-Monday

- Texas Global audit warning email sent to international students who fail the insurance waiver audit, must submit documentation by 5 pm of alternate coverage compliant with regulations or they'll be charged in full for summer insurance

August 9-Wednesday

- Work-Study & Part-time Job Fair (Virtual)

August 11-Friday

- Mass End Additional Job/Termination Process
- Last class day for second term and whole-session classes, including three- and four-hour law classes.

August 14-Monday

- Official graduation date (no public exercises).
- Texas Global monthly audit for international student insurance waiver requests, those who fail will be voided

August 15-Tuesday

- Work-Study Summer End Date - Last Day students are eligible to work in Summer Work-Study position.

August 16-Wednesday

- Fall Work-Study Start Date (8/16 -12/31) – First Day students are eligible to work in a Fall Work-Study position.

August 21- Monday

- **First Day of Classes (Fall Semester)**
- Payroll deadline for BP to be routed, monthly payroll for September 1st payday

August 25-Friday

- Work-Study & Part-time Job Fair (In-Person)

August 31-Thursday

- Last day of Summer semester work for an academic graduate student (6/1-8/31)

September 1-Friday

- First day of Fall work for an academic graduate student. (9/1-1/15) – First paycheck will be Oct. 1st