

Important Dates for Student Employment

2024 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/24-25>

July 15, 2024 – 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, 2024 – Thursday

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

August 14, 2024 - Wednesday

- Preparation for [Workday's Monthly Mass End Job/Term Process](#): CSU Transaction Processing Deadline is 12pm to extend AGS fixed-term jobs with End Employment Dates of 8/15/2024 or earlier

August 15, 2024 - Thursday

- End employment date for Summer Academic Graduate Student (AGS) appointments

August 16, 2024 - Friday

- Earliest start date (Add Job, Hire or Change Job) for all Fall Semester Work-Study positions. (End dates can be for Fall only 12/31, Fall and Spring 5/31)
- The AGS Fall #1 Mass End Job/Termination process will occur for AGS positions with an end date on or before Aug.15, 2024.
- 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 12/31/2024 and a Graduate Academic Student Benefits Eligible Employee Type

August 22, 2024 - Thursday

- Salaried Graduate Academic positions must be final approved in Workday by 5pm for students to be paid on September 3, 2024 (first business day after Labor Day)

August 26, 2024 – Monday

- First Day of Class

August 28, 2024 – Wednesday

- Work-Study and Part-Time Job Fair (in person) co-sponsored by [Texas Career Engagement](#) and the Office of Scholarships and Financial Aid (OSFA)
- 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 8/31/2024 or earlier

August 29, 2024 – Thursday (4th Class Day)

- 5:00 pm: Graduate and Law students who have not paid and confirmed their attendance on My Tuition Bill are at risk of registration cancellation and will be “zapped” by the Registrar’s Office
- Departments will receive a Student Ineligibility Report

August 30, 2024 – Friday (5th Class Day)

- The AGS Fall #1 Mass End Job/Termination process will occur for AGS positions with an end date on or before Aug. 31, 2024.
- 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](#)

September 4, 2024 – Wednesday

- 12:00 noon: Workday’s [Mass Extension Process](#) submission window closes for those student jobs that are being extended from Summer into Fall.
- 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 8/31/2024 or earlier

September 5, 2024 – Thursday (8th Class Day)

- 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 6, 2024 – Friday

- 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 9, 2024 – Monday (10th Class Day)

- 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.**

September 11, 2024 – Wednesday (12th Class Day)

- For students in [student academic positions](#) to remain eligible for a [resident tuition waiver](#), they must be employed for 20 hrs/week starting on or before the 12th class day through the last class day. Workday appointments must be final approved to avoid student’s losing their RTE waivers after the twelfth class day.
- 5:00 pm: Students who have not paid and confirmed their attendance on My Tuition Bill are at risk of registration cancellation and will be “zapped” by the Registrar’s Office.
- 11:59 pm: Students who have confirmed attendance and have an unpaid balance on My Tuition Bill will incur an installment fee.
- If [Tuition Reduction Benefit \(TRB\)](#) recipients do not have final-approved eligible Workday jobs, email notifications are sent to the students and TRB creators.

September 12, 2024 – Thursday

- 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 17, 2024 - 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 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 20, 2024- Friday

- Salaried Graduate Academic positions must be final approved in Workday by 5pm for students to be paid on October 1, 2024

October 7, 2024– 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 14, 2024 – Monday

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

October 23, 2024- Wednesday

- Salaried Graduate Academic positions must be final approved in Workday by 5pm for students to be paid on November 1, 2024

November 21, 2024- Thursday

- Salaried Graduate Academic positions must be final approved in Workday by 5pm for students to be paid on December 2, 2024

December 1, 2024 – Sunday

- Last day to hire for Fall Work-study

December 17, 2024- Tuesday

- Salaried Graduate Academic positions must be final approved in Workday by 5pm for students to be paid on January 2, 2025

December 31, 2024 - Tuesday

- Last date of work possible for all Academic Graduate Students and Fall Semester Work-Study positions.