

# Important Dates for Student Employment

## 2024 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 20, 2024-Monday**

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

### **May 27, 2024-Monday**

- Memorial Day holiday.

### **May 30, 2024 Thursday**

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

### **May 31, 2024-Friday**

- 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)
- Mass End Additional Job/Termination Process for academic graduate student (AGS) population

### **June 1, 2024 Saturday**

- 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. (6/1-8/15\*2024 only for whole session appointments\*)

### **June 5, 2024 Wednesday**

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

**June 6, 2024 Thursday**

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

**June 7, 2024-Friday**

- Mass End Additional Job/Termination Process for May EED
- Texas Global health insurance waiver deadline for international students who have an eligible academic graduate student job with benefits

**June 11, 2024 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 17, 2024 Monday**

- Payroll deadline for BP to be routed, monthly payroll for July 1<sup>st</sup> payday
- Texas Global monthly audit for international student insurance waiver requests, those who fail will be voided

**June 24, 2024 Monday**

- Texas Global monthly audit for international student insurance waiver requests, those who fail will be voided

**July 3, 2024 Wednesday**

- Texas Global monthly audit for international student insurance waiver requests, those who fail will be voided

**July 4, 2024 Thursday**

- Independence Day Holiday.

**July 5, 2024 Friday**

- Mass End Additional Job/Termination Process

**July 15, 2024-Monday**

- Classes begin for second-term classes.
- Texas Global Final Insurance Audit and waiver voids
-

**July 18, 2024-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 19, 2024 Friday**

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

**August 9, 2024 Friday**

- Mass End Additional Job/Termination Process

**August 15, 2024-Thursday**

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

**August 16, 2024 Friday**

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

**August 19, 2024-Monday**

- Official graduation date (no public exercises).
- Last class day for second term and whole-session classes, including three- and four-hour law classes.

**August 20, 2024 Monday**

- Payroll deadline for BP to be routed, monthly payroll for September 1st payday

**August 26, 2024 Monday**

- **First Day of Classes (Fall Semester)**

**August 28-Wednesday**

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