

Important Dates for Student Employment

Spring 2021 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/20-21>

November 30, 2020 – Monday

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

December 1, 2020 – Tuesday

- Earliest effective date (Add Job, Hire or Change Job) for all Spring 2021 Semester non-Work-Study undergraduate and non-academic positions

December 19, 2020 – Saturday

- Fall 2020 Semester Graduation Date
- For Graduating International Student Employees, departments should finalize Workday Termination Business Processes using this date in the "Last Day of Work" field. Please reference the [Termination for Student and Work-Study Workday Instructional Guide](#).

January 1, 2021 – Friday

- Earliest effective date (Add Job, Hire or Change Job) for all 2021 Spring Semester Work-Study positions

January 19, 2021 – Tuesday

- First Day of Class

January 6, 2021 – Wednesday

- 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 12/31/2020 or earlier

January 8, 2021 – Friday

- The January Mass End Job/Termination process will occur for positions with an end date on or before December 31, 2020. The monthly Mass End Additional Job/Termination process will run for all fixed-term employees and non-employees positions

January 15, 2021 – Friday

- Workday's [Mass Extension Process](#) submission window closes for those student jobs that are being extended from Fall into Spring. All submissions will be finalized in Workday prior to January payroll deadline for salaried student workers and tuition-related deadlines for graduate academic students

January 16, 2021 – Saturday

- Effective date for 2021 Spring 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 5/31/2021 and a **Graduate Academic Student Benefits Eligible** Employee Type

January 19, 2021 – Tuesday

- First Day of Class for Spring 2021 Semester
- 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 Spring Semester jobs. Utilize RPT0432 to verify the 2021 Spring Semester compensation rate is correct.

January 21, 2021 – Thursday

- Salaried Graduate Academic positions must be successfully completed in Workday by 5pm for students to be paid on February 1, 2021

January 22, 2021 – Friday (4th Class Day)

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

January 25, 2021 – Monday (5th Class Day)

- 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 Spring 2021 Semester jobs. Utilize RPT0432 to verify the Spring 2021 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](#)
- Departments will receive a Student Ineligibility Report

January 28, 2021 – Friday (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](#)

February 1, 2021 – Tuesday (11th class day)

- Departments will receive a Student Ineligibility Report

February 2, 2021 – Tuesday (11th class day)

- 5:00 pm: Deadline for international students to request 2020 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.**

February 3, 2021 – 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.
- Departments will receive a Student Ineligibility Report
- 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 1/31/2021 or earlier

February 4, 2021 – 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 2020 Fall Semester jobs. Utilize RPT0432 to verify the 20-21 compensation rate is correct.

February 5, 2021 - Friday

- The February Mass End Job/Termination process will occur for positions with an end date on or before January, 31, 2021. The monthly Mass End Additional Job/Termination process will run for all fixed-term employees and non-employees positions

February 16, 2021 –Tuesday (20th class day)

- 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.

March 1, 2021 – 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

March 8, 2021 – Monday

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