

# Important Dates for Student Employment

## Spring 2023 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/>

- 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/22-23>

### November 28, 2022 – 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, 2022 – Tuesday

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

### December 17, 2022 – Saturday

- Fall 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](#).

### December 31, 2022 – Friday

- Last day to work for Fall Work-Study Employees

### January 1, 2023 – Friday

- Earliest effective date (Add Job, Hire or Change Job) for all Spring Semester Work-Study positions
- First day to work for Spring Work-Study employees

**January 4, 2023 – 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 12/31/2022 or earlier

**January 6, 2023 – Friday**

- The January Mass End Job/Termination process will occur for positions with an end date on or before December 31, 2022. The monthly Mass End Additional Job/Termination process will run for all fixed-term employees and non-employee positions

**January 9, 2023 – Tuesday**

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

**January 11, 2023 – Wednesday**

- 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 12, 2023– Thursday (4<sup>th</sup> Class Day)**

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

**January 13, 2023 – Friday (5<sup>th</sup> 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 Semester jobs. Utilize RPT0432 to verify the Spring 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 16, 2023 – Saturday**

- Effective date for 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 5/31/2023 and a **Graduate Academic Student Benefits Eligible Employee Type**

**January 19, 2023 - Thursday (8<sup>th</sup> 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](#)

**January 23, 2023 – Monday**

- Salaried Graduate Academic positions must be successfully completed in Workday by 5pm for students to be paid on February 1, 2023
- 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.**

**January 24, 2023 – Tuesday (11<sup>th</sup> class day)**

- Departments will receive a Student Ineligibility Report

**January 25, 2023 – Wednesday (12<sup>th</sup> 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 1/31/2023 or earlier

#### **January 26, 2023 – 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 (RPT0245) to verify that all students who are working within your CSU/supervisory organizations have Spring Semester jobs. Utilize RPT0432 to verify the compensation rate is correct.

#### **February 10, 2023 - Friday**

- The February Mass End Job/Termination process will occur for positions with an end date on or before January, 31, 2023. The monthly Mass End Additional Job/Termination process will run for all fixed-term employees and non-employee positions

#### **February 6, 2023 - Monday (20<sup>th</sup> 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.
  - **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.**

#### **March 6, 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

#### **Spring Break 3/11/23 – 3/19/23**

- All graduate students (including international students) can work up to 40 hours/week without special permission.

#### **March 13, 2023 – Monday**

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

**April 24, 2023 – Monday**

- Last Class Day

**May 1, 2023 – Monday**

- Last day to Hire a Spring Work-Study Employee

**May 6, 2023 – Saturday**

- Official Graduation Day
- All graduate students (including international students) can work up to 40 hours/week without special permission from 5/7/23 – 5/31/23

**May 31, 2023- Wednesday**

- Last day to work for a Spring Work-Study Employee