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