Important Dates for Student Employment  
Fall 2018

**NOTE:** In November 2018, UT Austin will launch Workday, a new system for human resources and payroll. For dates related to the Workday implementation, please see the “Preparing for Workday” webpage. Information on student employment periods in Workday will be provided in a separate document.

In HRMS, for graduate students in student academic titles, the student must have registered and paid tuition (or confirmed attendance, if the student has a $0 tuition bill) in order for the assignment to route forward. For undergraduates in student academic titles and students in student non-academic titles, assignments can route forward once the student has registered.

For a full listing of payroll dates, please see the Payroll Services website: http://www.utexas.edu/payroll/deadlines/index.html.

**Now – September 13**  
International Office insurance waiver webpage available until 5:00 pm on September 13 for international graduate students requesting Fall 2018 insurance waivers based on benefits-eligible assignments.

**July 25 – Wednesday**  
Last day during the summer session for new summer session students, continuing and readmitted students, and new graduate students to register for the fall semester.

**July 31 – Tuesday**  
Tuition bills for the fall semester distributed to students electronically. Any final-approved TRBs will be reflected in the tuition bill.

**August 1, 2018 – January 15, 2019**  
Students may have fall assignments in student non-academic positions during this period.

**August 17 – Friday**  
5:00 pm: Tuition payment deadline for undergraduate students who registered for the fall session by July 25. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

Last class day for second-term and whole-session classes.

Orientation for new international students

**August 20 – Monday**  
Official graduation date (no public exercises).

International students in F-1/J-1 status graduating in Summer 2018 may no longer work on campus after this date.

**August 21 – Tuesday**  
Summer residence halls close at 9:00 am.

Orientation for new undergraduate transfer students.

**August 22 – Wednesday**  
Orientation and testing begin for new freshmen students.
Fall Semester 2018

August 24 – Friday
Registration for the fall semester for new undergraduate students and all graduate students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on August 28; graduate and law students must pay tuition by 5:00 pm on September 4.

University residence halls open at 9:00 am.
University Health Services benefits become available to registered students.

August 27 – Monday
Registration for the fall semester for new, readmitted, and continuing students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on August 28; graduate and law students must pay tuition by 5:00 pm on September 4.

Add/drop for the fall semester for students who registered and paid their tuition and fees by August 17.

August 28 – Tuesday
Registration and add/drop for the fall semester for all students.

5:00 pm: Tuition bills for undergraduate students who registered after July 25 are due. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

Graduate and law students who have not paid by this date may experience delays in assignments to student academic positions, which will affect the processing of employee insurance benefits.

August 29 – Wednesday
Classes begin.

August 30 – Thursday
Annual Work-Study Job Fair at Texas Union Ballroom, 11:00 am – 3:00 pm

August 31 – Wednesday
Employee health insurance cancelation effective at midnight for previously-covered who do not have final-approved fall assignments that are eligible for employee insurance and that begin on September 1.

Last day students may work in Federal Work-Study positions for the summer semester.

September 1 – December 31
Students may have fall assignments in Federal Work-Study positions during this period.

September 1 – January 15, 2018
Students may have fall assignments in student academic positions during this period.

September 3 – Monday
Labor Day holiday.

September 3 – Monday
International Office conducts first “soft audit” to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator’s desk. Students who fail the audit will receive a warning email.
September 4 – Tuesday
Fourth class day. Last day of the official add/drop period.

5:00 pm: Tuition payment deadline for graduate and law students. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

5:00 pm: Tuition payment deadline for undergraduate students who registered after August 28. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

September 10 – Monday
International Office conducts second "soft audit" to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator's desk. Students who fail the audit will receive a warning email.

September 13 – Thursday
5:00 pm: Deadline for international students to request all Fall 2018 student insurance waivers. Late submissions are not accepted.

5:00 pm: International Office conducts "hard audit" to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator's desk. **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 14 – Friday
Twelfth class day. For students in student academic positions to be eligible to be for a resident tuition waiver, they must be assigned on or before the twelfth class day through the last class day.

5:00 pm: Tuition payment deadline for undergraduate, graduate and law students who registered on or after September 4. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

5:00 pm: Payment for added classes (add bill) due. Failure to pay results in canceled registration.

If **Tuition Reduction Benefit (TRB)** recipients do not have final-approved eligible assignments in HRMS, email notifications are sent to the students and TRB creators. **TRB awards are canceled on September 26 (20th class day) if final-approved eligible assignments are not in place.**

September 18 - Tuesday
Assignment deadline for the September pay period for salary to be paid on the October 1 monthly payroll payday.

September 21 - Friday
Semi-monthly payroll payday.

September 26 – Wednesday
If **Tuition Reduction Benefit (TRB)** recipients do not have final-approved eligible assignments in HRMS, awards are programmatically cancelled. Email notifications are sent to all of the assignees on the TRB creator desks and the recipients.

October 1 - Monday
Monthly payroll payday. First monthly payday of the fall semester/fiscal year.

5:00 pm: International Office conducts an audit to confirm that international students who have applied for a student insurance waiver based on an academic assignment are receiving health insurance benefits. Students who fail the audit will receive a warning email.
October 8 – Monday
5:00 pm: International Office conducts an audit to confirm that international students who have applied for a student insurance waiver based on an academic assignment are receiving health insurance benefits. **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.**

October 15 – Monday
Last day to hire a Federal Work-Study student for the fall semester. For special circumstance requests, contact work.study@austin.utexas.edu.

October 29 – November 9 – Daily
Registration for the spring semester for continuing and readmitted students.

November 1 – Thursday
First day to post Federal Work-Study jobs for the spring semester.

November 13 – Tuesday
Tuition bills for the spring semester distributed to students electronically. Any final-approved TRBs will be reflected in the tuition bill.

November 21 – 24 – Wednesday – Saturday
Thanksgiving holidays.

December 10 – Monday
Last class day.

December 20 – Thursday
University residence halls close at 9:00 am.

December 22 – Saturday
Official graduation date. (No public exercises.)

**International students in F-1/J-1 status graduating in Fall 2018 may no longer work on campus after this date.**

December 31 – Monday
Last day students are eligible to work in fall Federal Work-Study jobs for the fall semester.

Spring Semester 2019

January 10 – Thursday
5:00 pm: Tuition payment deadline for undergraduate students who registered for the spring semester by November 9. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

January 11 – Friday
Orientation for new international students.

January 14 – Monday
Orientation and testing begin for new undergraduate students.

Registration for the spring semester for continuing and readmitted students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 18; graduate and law students must pay tuition by 5:00 pm on January 25.
Add/drop for the spring semester for students who have registered and paid their tuition.

January 15 – Tuesday
Registration for the spring semester for new and readmitted students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 18; graduate and law students must pay tuition by 5:00 pm on January 25.

January 16 – Wednesday
Registration for the spring semester for new, readmitted, and continuing students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 18; graduate and law students must pay tuition by 5:00 pm on January 25.

January 17 – 18 – Thursday – Friday
Add/drop for the spring semester for students who registered and paid their tuition by January 10.

Registration for the spring semester for new, readmitted, and continuing students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 18; graduate and law students must pay tuition by 5:00 pm on January 25.

January 18 – Friday
5:00 pm: Tuition bills due for undergraduate students who have registered after January 10 but not paid. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

University residence halls open at 9:00 am.

University Health Services benefits become available to registered students.

January 21 – Monday
Martin Luther King Jr. Day holiday.

January 22 – Tuesday
Classes begin.

January 25 – Friday
5:00 pm: Tuition payment deadline for graduate and law students. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

5:00 pm: Tuition payment deadline for undergraduate students who registered on or after January 18.

January 31 – Thursday
Employee health insurance cancelation effective at midnight for previously-covered students who do not have final-approved spring assignments.

February 4 – Monday
5:00 pm: Deadline for international students to request all spring 2019 student insurance waivers. Late submissions are not accepted.

5:00 pm: International Office conducts "hard audit" to confirm that international students who have applied for a student insurance waiver have an eligible assignment in process. 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 6 – Wednesday

Twelfth class day. For students in student academic positions to be eligible to be for a resident tuition waiver, they must be assigned on or before the 12th class day through the last class day.

5:00 pm: Tuition payment deadline for undergraduate, graduate and law students who registered after January 25. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

5:00 pm: Payment for added classes (add bill) due. Failure to pay results in canceled registration.

If Tuition Reduction Benefit (TRB) recipients do not have final-approved eligible assignments, email notifications are sent to the students and TRB creators. TRB awards are canceled on February 14 if final-approved eligible assignments are not in place.