Important Dates for Student Employment
Spring 2018

**NOTE:** Student positions and assignments can be created at any time. 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](http://www.utexas.edu/payroll/deadlines/index.html).

**Now – January 30**
International Office insurance waiver webpage available until 5:00 pm on January 30 for international graduate students requesting spring 2018 insurance waivers based on benefits-eligible assignments.

**Now – June 11**
International Office insurance waiver webpage available until 5:00 pm on June 11 for international graduate students requesting summer 2018 insurance waivers based on benefits-eligible assignments.

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

**December 1 – May 31, 2018**
Students may have spring assignments in non-Work-Study student non-academic positions during this period.

**December 11 – Monday**
Last class day.

**December 21 – Thursday**
University residence halls close at 9:00 am.

**December 23 – Saturday**
Official graduation date. (No public exercises.)

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

**Spring Semester 2018**

**January 1 – May 15**
Students may work in student non-academic Federal Work-Study positions during this period.

**January 4 – Thursday**
5:00 pm: Tuition payment deadline for undergraduate students who registered for the spring semester by November 10. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

**January 5 – Friday**
Orientation for new international students.
January 8 – 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 12; graduate and law students must pay tuition by 5:00 pm on January 19.

Add/drop for the spring semester for students who have registered and paid their tuition.

January 9 – 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 12; graduate and law students must pay tuition by 5:00 pm on January 19.

January 10 – 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 12; graduate and law students must pay tuition by 5:00 pm on January 19.

January 11 – 12 – Thursday – Friday
Add/drop for the spring semester for students who registered and paid their tuition by January 4.

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 12; graduate and law students must pay tuition by 5:00 pm on January 19.

January 12 – Friday
5:00 pm: Tuition bills due for undergraduate students who have registered after January 4 but not paid. 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.

University residence halls open at 9:00 am.

University Health Services benefits become available to registered students.

January 15 – Monday
Martin Luther King Jr. Day holiday.

January 16 – May 15
Students may work in student academic Federal Work-Study positions during this period.

January 16 – May 31
Students may have spring assignments in non-Work Study student academic positions during this period.

January 16 – Tuesday
Classes begin.

January 19 – 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 16.

January 22 – Monday
5:00 pm: 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.
January 25 – Thursday
5:00 pm: 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.

January 30 – Tuesday
5:00 pm: Deadline for international students to request all spring 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.**

January 31 – 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 19. 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 February 12 if final-approved eligible assignments are not in place.

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

February 1 – Thursday
Monthly payroll payday.

February 7 – Wednesday
Semi-monthly payroll payday.

March 1 – Wednesday
Last day to hire a Federal Work-Study student for the spring semester.

March 5 – Monday
5:00 pm: International Office conducts an ongoing 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.

March 9 – Friday
Office of Financial Aid rescinds spring Work-Study aid awards for students without a Work-Study appointment in HRMS.

March 12 – Monday
5:00 pm: International Office conducts an ongoing monthly 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.**

March 10 – 18
Spring break. Graduate students, international students, and students in Federal Work-Study positions may work up to 40 hours this week.
April 9 – April 15
National Student Employee Appreciation Week.

April 16 – 27 - Daily
Registration for the summer session and the fall semester for continuing and readmitted students.

May 1 – August 31
Students may have summer assignments in non-Work-Study student non-academic positions during this period.

May 1 – Tuesday
First day to post summer Work-Study position openings on Hire a Longhorn.

Tuition bills for the summer session distributed to students electronically.

May 4 - Friday
Last class day.

May 9 – 12, 14 – 15 – Wednesday – Saturday, Monday – Tuesday
Spring semester final exams (except in the School of Law)

May 15
Last day students may work in Federal Work-Study positions for the spring semester.

May 16 – Wednesday
University residence halls close at 9:00 am (except for graduating students).

May 17 – Thursday
5:00 pm: Tuition payment deadline for undergraduate students who registered for the summer session by April 28. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

May 19 - Saturday
Commencement (official graduation date).

May 20 – May 31
Graduate students may work up to 40 hours/week during this period.

Summer Session 2018

May 20 – Sunday
University residence halls close at 9:00 am for graduating students.

Summer Session 2018

Now – June 11
International Office insurance waiver webpage available until 5:00 pm on June 11 for international graduate students requesting summer 2018 insurance waivers based on benefits-eligible assignments.

May 28 - Monday
Memorial Day holiday.

May 29 – 31 Tuesday - Thursday
Registration for continuing and readmitted students for the summer session for those who have not yet registered. Add/drop for the summer session for students who have registered and paid their tuition.

May 31 - Thursday
Employee health insurance cancelation effective at midnight for previously-covered students (other than TAs and AIs) who do not have final-approved summer assignments that are eligible for employee insurance and that begin on June 1.
June 1 – August 31
Students may be assigned to work within this time period in student academic positions and Work-Study positions for the summer.

June 2 – Saturday
Summer residence halls open at 9:00 am.

University Health Services benefits become available to registered students.

June 4 – Monday
Orientation and testing begin for new undergraduate students

June 5 – 6 – Tuesday–Wednesday
Registration for the summer sessions; students who register on these dates can register for any summer session. To complete registration, undergraduate students must pay tuition by 5:00 pm on June 6; graduate and law students must pay tuition by 5:00 pm on June 8.

June 6 – Wednesday
5:00 pm: Tuition payment deadline for undergraduate students. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

June 7 – Thursday
Classes begin for first-term, nine-week, and whole-session classes.

International Office conducts a “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.

June 8 – 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.

Last day of the official add/drop period for first-term, nine-week, and whole-session classes.

June 11 – Monday
5:00 p.m. Deadline for international students to request all summer 2018 student insurance waivers. Late submissions are not accepted.

5:00 pm: Final deadline for international spring graduates to submit the graduation waiver for a refund of summer insurance fees. (Spring tuition bills will be recalculated.)

5:00 p.m. International Office conducts a “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 and/or passed first 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.

June 12 – Tuesday
Fourth class day for first-term, nine-week, and whole-session classes.

5:00 pm: Tuition payment deadline for any student who registered on or after June 8. 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 students are not assigned to eligible positions required for TRB awards, email notifications are sent to the students and TRB creators.