

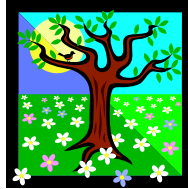
THE METROPOLITAN STATE COLLEGE OF DENVER

Office of Human Resources
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Denver, Colorado 80217-3362
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**First and last workday for College Work Study
Spring– December 16, 2007 – May 17, 2008**

SEMI-MONTHLY PAYROLL SCHEDULE FOR SPRING 2008

This schedule covers all employees who are on the semi-monthly payroll.



SM PAYROLL PERIODS

FALL SEMESTER ENDS DECEMBER 15, 2007

TIMESHEETS DUE

TIME ENTRY

DEADLINE: 12:00 NOON
ON THE SECOND DAY

PAYDAYS

EMPLOYMENT PAPERWORK
DUE FOR NEXT SM PAYROLL

1	December 16 - 31, 2007	January 2, 2008	January 3 & 4, 2008	January 15, 2008
2	January 1 - 15, 2008	January 16, 2008	January 17 & 18, 2008	January 31, 2008
3	January 16 - 31, 2008	February 1, 2008	February 4 & 5, 2008	February 15, 2008
4	February 1 - 15, 2008	February 18, 2008	February 19 & 20, 2008	February 29, 2008
5	February 16 - 29, 2008	March 3, 2008	March 4 & 5, 2008	March, 14, 2008
6	March 1 - 15, 2008	March 17, 2008	March 18 & 19, 2008	March 31, 2008
7	March 16 - 31, 2008	April 1, 2008	April 2 & 3, 2008	April 15, 2008
8	April 1 - 15, 2008	April 16, 2008	April 17 & 18, 2008	April 30, 2008
9	April 16 - 30, 2008	May 1, 2008	May 2 & 5, 2008	May 15, 2008
10	May 1 - 17, 2008	May 19, 2008	May 20 & 21, 2008	May 30, 2008

****SPRING SEMESTER ENDS MAY 17, 2008****

All jobs for student employees, hourly and work-study, end on this day.

Work-study students may begin to earn their Summer award on May 18, 2008

**TIME ENTRY: On-campus supervisors must enter time for student employees
and off-campus supervisors must fax timesheets by the deadline to avoid payment delay.**

PAY DAY CHECK PICK-UP: Cashier's Office – Central Classroom Building- Room 107. Please bring photo ID.

Additional information on student employment can be found at:

<http://www.mscd.edu/facstaff/hr/studentEmployment/>