

# STUDENT EMPLOYMENT CALENDAR

## — 2026–2027 —

### IMPORTANT DATES, DEADLINES & EMPLOYMENT INFORMATION

Federal Work Study (FWS) | Academic Service Scholarship Program (ASSP)

#### FALL 2026

| DATE       | EVENT / INFORMATION                                                                                            |
|------------|----------------------------------------------------------------------------------------------------------------|
| Aug. 17–31 | <b>New Student Placement Period</b><br>Students should secure a position and complete all hiring requirements. |
| Aug. 24    | <b>Returning students may begin working</b><br>First day of classes.                                           |
| Sept. 8    | <b>New students may begin working</b><br>After all hiring requirements are complete.                           |
| Sept. 7    | <b>Labor Day</b><br>University Closed –<br>Students may not work.                                              |
| Oct. 12–13 | <b>Fall Break</b><br>Students may not work.                                                                    |
| Nov. 25–29 | <b>Thanksgiving Holiday</b><br>University Closed –<br>Students may not work.                                   |
| Nov. 30    | <b>Last day students may work</b><br>for the Fall semester.<br>Students may not work beyond this date.         |

#### SPRING 2027

| DATE       | EVENT / INFORMATION                                                                                                                       |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Jan. 12–29 | <b>Spring Placement Period</b><br>Newly awarded or newly admitted students should secure a position and complete all hiring requirements. |
| Jan. 19    | <b>Returning students may begin working</b><br>First day of classes.                                                                      |
| Jan. 25    | <b>New students may begin working</b><br>After all hiring requirements are complete.                                                      |
| Mar. 22–28 | <b>Spring Break</b><br>Students may not work.                                                                                             |
| Mar. 26    | <b>Spring Holiday</b><br>University Closed –<br>Students may not work.                                                                    |
| Apr. 26    | <b>Last day students may work</b><br>for the Spring semester.<br>Students may not work beyond this date.                                  |



#### IMPORTANT REMINDERS

- Students may **NOT** work when the University is closed.
- Students may **NOT** work during Spring Break.
- Students may **NOT** work during Final Exam Week.
- Students may **NOT** work after the published last work day.
- All hiring requirements must be completed **BEFORE** beginning work.



#### BEFORE YOU BEGIN WORKING

- 1 Accept your award offer.
- 2 Complete **DASH** application.
- 3 Complete I-9 verification.
- 4 Apply for positions in JobX.
- 5 Be hired by your department.
- 6 Receive authorization to begin work.



Returning student employees do not need to secure a new position unless changing departments.



#### PAYROLL REMINDERS

##### TIMESHEETS DUE



Friday  
11:59 PM



##### SUPERVISOR APPROVAL



Monday  
10:00 AM



##### PAYDAY



Biweekly on  
Pay Dates

Late submissions or approvals may delay payday.

