

# DATES TO REMEMBER

#### **April 23, 2025**

Marks the start of daily notications that will be sent to employees who have not submitted their timesheets. Daily notications will also be sent to managers that have pending timesheet approvals.

### May 19 – August 22, 2025

Students may work up to 40 hours per week, depending on the department's policies, budget, and supervisor approval.

### May 26, 2025

UELo ces closed for Memorial Day

#### May 27 – August 15, 2025

Summer hours: 7:30 a.m. - 4:00 p.m. Monday — Friday

#### June 19, 2025

UEI o ces closed for Juneteenth

#### July 4, 2025

UEI o ces closed for Independence Day

July 31, 2025



#### INIVERSITY ENTERPRISES, INC.



## **SUMMER**



