

**Hamilton College Students
2009-2010
Employment Calendar**

All required paperwork (authorization form and payroll documents) must be submitted to Human Resources by the “Paperwork Deadline” date (Friday prior to starting work) in order to allow time for processing for Payroll.

Time Sheets must be received by the Payroll Office no later than 8:30 AM by the “Time Sheet Deadline” listed (Wednesday after pay period end date) in order to be included in the “Pay Date” listed .

Please contact the Payroll Office, ext. 4316 with any questions.

<u>Academic Year</u>			
<u>09-10</u>			
<u>Pay Period</u>	<u>Paperwork Deadline</u>	<u>Time Sheet Deadline</u>	<u>Pay Date</u>
<u>Start Date-End Date</u>	<u>(Friday)</u>	<u>(Wednesday)</u>	<u>(Friday)</u>
8/24-9/6	8/21	9/9	9/18
9/7-9/20	9/4	9/23	10/2
9/21-10/4	9/18	10/7	10/16
10/5-10/18	10/2	10/21	10/30
10/19-11/1	10/16	11/4	11/13
11/2-11/15	10/30	11/18	11/25
11/16-11/29	11/13	12/2	12/11
11/30-12/13	11/25	12/14	12/23
12/14-12/27	12/11	12/23	1/8
HOLIDAY CAMPUS SHUTDOWN	12/24/09-1/1/10		
12/28-1/10	12/23	1/13	1/22
1/11-1/24	1/8	1/27	2/5
1/25-2/7	1/22	2/10	2/19
2/8-2/21	2/5	2/24	3/5
2/22-3/7	2/19	3/10	3/19
3/8-3/21	3/5	3/24	4/2
3/22-4/4	3/19	4/7	4/16
4/5-4/18	4/2	4/21	4/30
4/19-5/2	4/16	5/5	5/14
5/3-5/16	4/30	5/19	5/28
5/17-5/30	5/14	6/2	6/11
5/31-6/13	5/28	6/16	6/25