

2009
Summer Employment Calendar
(for summer workers who are not Hamilton students)

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

Time Sheets/Time Cards must be received by the Payroll Office no later than 8:30 AM by the “Time Sheet Deadline” listed (Time Sheet Deadline) in order to be included in the “Pay Date” listed
Please contact the Payroll Office, ext. 4316 with any questions.

<u>Summer 2009</u>			
Pay Period	Paperwork Deadline	Time Sheet Deadline	Pay Date
Start Date- End Date	(Wednesdays)	(Mondays)	(Fridays)
5/18-5/24	5/13	5/22 (Friday)*	5/29
5/25-5/31	5/20	6/1	6/5
6/1-6/7	5/27	6/8	6/12
6/8-6/14	6/3	6/15	6/19
6/15-6/21	6/10	6/22	6/26
6/22-6/28	6/17	6/29	7/2 (Thursday)*
6/29-7/5	6/24	7/6	7/10
7/6-7/12	7/1	7/13	7/17
7/13-7-19	7/8	7/20	7/24
7/20-7/26	7/15	7/27	7/31
7/27-8/2	7/22	8/3	8/7
8/3-8/9	7/29	8/10	8/14
8/10-8/16	8/5	8/17	8/21
8/17-8/23	8/12	8/24	8/28
8/24-8/30	8/19	8/31	9/4
8/31-9/6	8/26	9/4 (Friday)*	9/11

*Changes due to holidays.