

2012

Hamilton Student Summer 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.

Spring 2012			
<u>Pay Period</u>	Paperwork Deadline	Time Sheet Deadline	Pay Date
Start Date-End Date	(Friday)	(Wednesday)	(Friday)
4/2-4/15	4/13	4/18	4/27
4/16-4/29	4/27	5/2	5/11
4/30-5/13	5/11	5/16	5/25
5/14-5/27	5/25	5/30	6/8
Summer 2012			
<u>Pay Period</u>	Paperwork Deadline	Time Sheet Deadline	Pay Date
Start Date-End Date	(Friday)	(Wednesday)	(Friday)
5/28-6/10	6/8	6/13	6/22
6/11-6/24	6/22	6/27	7/6
6/25-7/8	7/6	7/11	7/20
7/9-7/22	7/20	7/25	8/3
7/23-8/5	8/3	8/8	8/17
8/6-8/19	8/17	8/22	8/31
Academic Year 2012-2013			
<u>Pay Period</u>	Paperwork Deadline	Time Sheet Deadline	Pay Date
Start Date-End Date	(Friday)	(Wednesday)	(Friday)
8/20-9/2	8/31	9/5	9/14
9/3-9/16	9/14	9/19	9/28

A complete 2012-2013 Calendar will be available in August for the academic year.