

2014

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 the start of work) in order to allow time for processing for Payroll.

Time Sheets must be received by the Payroll Office no later than the close of business by the “Time Sheet Deadline” listed (Monday 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 2014			
Pay Period	Paperwork Deadline	Time Sheet Deadline	Pay Date
Start Date-End Date	(Monday)	(Monday)	(Friday)
5/12-5/25	5/9	5/26	6/6
Summer 2014			
Pay Period	Paperwork Deadline	Time Sheet Deadline	Pay Date
Start Date-End Date	(Monday)	(Monday)	(Friday)
5/26-6/08	5/23	6/9	6/20
6/9-6/22	6/6	6/23	7/3 (Thursday)
06/23-7/6	6/20	7/7	7/18
7/7-7/20	7/3	7/21	8/1
7/21-8/3	7/18	8/4	8/15
8/4-8/17	8/1	8/18	8/29

A complete 2014-2015 Calendar will be available in August for the academic year.