

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
W- PP End Date *WTE due 11/30* (pay date 12/04)	Weekly Time Sheets Due and Approved by 10 AM Student Time Sheets Due	1 Supervisor Approval for Students	2	3	4 Weekly Pay Date	5
6 W- PP End Date *WTE Due 12/07* (pay date 12/11)	7 Weekly Time Sheets Due and Approved by 10 AM Monthly deadline for Stipends and changes.	8	9	10	11 Student BW Pay Date Weekly Pay Date	12
13 W- PP End Date *WTE due 12/14* (pay date 12/18)	14 Weekly Time Sheets Due and Approved by 10 AM Student Time Sheets Due	15 Supervisor Approval for Students	16	17	18 Weekly Time Sheets Due and Approved by 12 PM Weekly Pay Date College shutdown - REG on WTE	19
20 W- PP End Date *WTE due 12/18* (pay date 12/23) College shutdown day	21 College shutdown day	22 College shutdown day	23 Monthly Pay date Student BW Pay Date Weekly Pay Date College shutdown day	24 College Holiday - HOL on WTE	25	26 College shutdown day
27 W- PP End Date *WTE due 12/28* (pay date 12/31) College shutdown day	28 Weekly Time Sheets Due and Approved by 9 AM Student Time Sheets Due College shutdown day	29 Supervisor Approval for Students College shutdown day	30 College shutdown day	31 Weekly Pay Date College shutdown day	1 College Holiday - HOL on WTE	2 College shutdown day

KEY: Weekly Staff/Non Exempt Payroll
 Weekly Staff/Non Exempt Payroll
 Biweekly Student Payroll
 Monthly Exempt Payroll

College Holiday - HOL on WTE
<https://my.hamilton.edu/offices/business/payroll/wte-holiday-pay>
 College Shutdown - REG on WTE
<https://my.hamilton.edu/documents/WTE-Closure-Pay.pdf>