

December 2022

Blue - Staff (Weekly)

Green - Student (Biweekly)

Orange - Adm/Fac (Monthly)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Weekly Pay Date	3
4	5	6	7	8	9 Weekly Pay Date Student Pay Date Monthly Paperwork Deadline	10
11	12 Student Time Due	13 Supervisor Time Approval	14	15	16 Weekly Pay Date	17
18	19	20	21	22 Time Sheets due by noon for pay period end date 12/25/22	23 Weekly Pay Date Student Pay Date Holiday on Timesheet	24
25 Student Pay period end date. All approvals due no later than 01/02/23 at 10 AM	26 Holiday on Timesheet	27 Shutdown (Regular) on Weekly Timesheet	28 Shutdown (Regular) on Weekly Timesheet	29 Shutdown (Regular) on Weekly Timesheet	30 Weekly Pay Date Monthly Pay Date Shutdown (Regular) on Weekly Timesheet	31

Holiday = Holiday add Holiday Overtime for hours worked
<https://my.hamilton.edu/offices/business/payroll/wte-holiday-pay>

Shutdown = Regular on weekly timesheet (not worked)
<https://my.hamilton.edu/offices/business/payroll/wte-closure-pay-1>