

December 2023

Blue – Staff Weekly

Green – Student (Biweekly)

Orange – Adm/Fac. (Monthly)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Weekly Pay Date	2
3	4	5	6	7	8 Weekly Pay Date Student Pay Date **Monthly Paperwork Deadline**	9
10 Student pay period ends	11 Student Time Due	12 Supervisor Time Approval	13	14	15 Weekly Pay Date	16
17	18	19	20 Approved time due by noon for pay period end date 12/24/23	21	22 Weekly Pay Date Student Pay Date Holiday on time card	23
24 Student pay period ends	25 Holiday on time card	26 Student Time Due Shutdown (Regular) on Weekly Timesheet	27 Supervisor Time Approval Shutdown (Regular) on Weekly Timesheet	28 Shutdown (Regular) on Weekly Timesheet	29 Weekly Pay Date Monthly Pay Date Shutdown (Regular) on Weekly Timesheet	30
31 Weekly pay period end date	January 1, 2024 Holiday on time card	2 Weekly Approved time due at 9 AM	3	4	5 Weekly Pay Date Student Pay Date	

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>