

**Hamilton College**  
**Non-Exempt Staff & M&O Employment Calendar**  
*Calendar Year 2020*

Non-exempt Staff and Facilities Maintenance employees are paid weekly.

WebAdvisor Time sheets must be submitted to your supervisor by the “Time Sheet Deadline” listed below (no later than 9:00 a.m. on Monday following the end of the pay period).

***Supervisor approval is due no later than 10:00 a.m. on Monday.***

Employment paperwork, tax withholding changes, direct deposit forms, etc. must be submitted by the “Time Sheet Deadline” listed below in order to allow time for processing.

<b>Pay Period Start Date</b>	<b>Pay Period End Date</b>	<b>WebAdvisor Time Sheet Deadline</b>	<b>Pay Date (Friday)</b>
12/23/19 (Mon)	12/29/19 (Sun)	12/19/19 (paper)*	01/03/20 (Fri)
12/30/19 (Mon)	01/05/20 (Sun)	01/06/20 (Mon)	01/10/20 (Fri)
01/06/20 (Mon)	01/12/20 (Sun)	01/13/20 (Mon)	01/17/20 (Fri)
01/13/20 (Mon)	01/19/20 (Sun)	01/20/20 (Mon)	01/24/20 (Fri)
01/20/20 (Mon)	01/26/20 (Sun)	01/27/20 (Mon)	01/31/20 (Fri)
01/27/20 (Mon)	02/02/20 (Sun)	02/03/20 (Mon)	02/07/20 (Fri)
02/03/20 (Mon)	02/09/20 (Sun)	02/10/20 (Mon)	02/14/20 (Fri)
02/10/20 (Mon)	02/16/20 (Sun)	02/17/20 (Mon)	02/21/20 (Fri)
02/17/20 (Mon)	02/23/20 (Sun)	02/24/20 (Mon)	02/28/20 (Fri)
02/24/20 (Mon)	03/01/20 (Sun)	03/02/20 (Mon)	03/06/20 (Fri)
03/02/20 (Mon)	03/08/20 (Sun)	03/09/20 (Mon)	03/13/20 (Fri)
03/09/20 (Mon)	03/15/20 (Sun)	03/16/20 (Mon)	03/20/20 (Fri)
03/16/20 (Mon)	03/22/20 (Sun)	03/23/20 (Mon)	03/27/20 (Fri)
03/23/20 (Mon)	03/29/20 (Sun)	03/30/20 (Mon)	04/03/20 (Fri)
03/30/20 (Mon)	04/05/20 (Sun)	04/06/20 (Mon)	04/10/20 (Fri)
04/06/20 (Mon)	04/12/20 (Sun)	04/13/20 (Mon)	04/17/20 (Fri)
04/13/20 (Mon)	04/19/20 (Sun)	04/20/20 (Mon)	04/24/20 (Fri)
04/20/20 (Mon)	04/26/20 (Sun)	04/27/20 (Mon)	05/01/20 (Fri)
04/27/20 (Mon)	05/03/20 (Sun)	05/04/20 (Mon)	05/08/20 (Fri)
05/04/20 (Mon)	05/10/20 (Sun)	05/11/20 (Mon)	05/15/20 (Fri)
05/11/20 (Mon)	05/17/20 (Sun)	05/18/20 (Mon)	05/22/20 (Fri)
05/18/20 (Mon)	05/24/20 (Sun)	05/26/20 (Tue)*	05/29/20 (Fri)
05/25/20 (Mon)	05/31/20 (Sun)	06/01/20 (Mon)	06/05/20 (Fri)
06/01/20 (Mon)	06/09/20 (Sun)	06/08/20 (Mon)	06/12/20 (Fri)
06/08/20 (Mon)	06/16/20 (Sun)	06/15/20 (Mon)	06/19/20 (Fri)
06/15/20 (Mon)	06/21/20 (Sun)	06/22/20 (Mon)	06/26/20 (Fri)

***\* Deadlines and/or pay dates surrounding Holidays or the Holiday Shutdown period are subject to change.***

Please contact the Payroll Office if you have any questions.

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