

2011

**Summer Employment Calendar
(for Hamilton College Students only)**

All required paperwork (authorization form and payroll documents) must be submitted to Human Resources by the “Paperwork Deadline” date (Friday prior to starting work) in order to allow time for processing for Payroll.

Time Sheets must be received by the Payroll Office no later than 8:30 AM by the “Time Sheet Deadline” listed (Wednesday 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 2011			
<u>Pay Period</u>	Paperwork Deadline	Time Sheet Deadline	Pay Date
Start Date-End Date	(Friday)	(Wednesday)	(Friday)
4/4-4/17	4/1	4/20	4/29
4/18-5/1	4/15	5/4	5/13
5/2-5/15	4/29	5/18	5/27
5/16-5/29	5/13	6/1	6/10
Summer 2011			
<u>Pay Period</u>	Paperwork Deadline	Time Sheet Deadline	Pay Date
Start Date-End Date	(Friday)	(Wednesday)	(Friday)
5/30-6/12	5/27	6/15	6/24
6/13-6/26	6/10	6/29	7/8
6/27-7/10	6/24	7/13	7/22
7/11-7/24	7/8	7/27	8/5
7/25-8/7	7/22	8/10	8/19
8/8-8/21	8/5	8/24	9/2
Academic Year 2011-2012			
<u>Pay Period</u>	Paperwork Deadline	Time Sheet Deadline	Pay Date
Start Date-End Date	(Friday)	(Wednesday)	(Friday)
8/22-9/4	8/19	9/7	9/16
9/5-9/18	9/2	9/21	9/30

A complete 2011-2012 Calendar will be available in August.