



**Hamilton College**  
**Student (Biweekly) Payroll Calendar**  
**Academic Year 2024-2025**

Student employees are not permitted to begin working until Human Resources has all of their required employment forms. Questions should be directed to Anna Moskal ([amoskal@hamilton.edu](mailto:amoskal@hamilton.edu)).

All [time entry](#) will be completed in [Workday](#) and must be submitted to supervisors by the end of the day Monday on the dates below. Supervisor approval is due Tuesday before 4:30 PM. Past due hours are now recorded in Workday (no paper timesheets). Reference the Timesheet Unlock column to know when adjustments can be made to a prior pay period. Once a pay period unlocks it will be available for 90 days. All hours should be recorded by position on the date and time block worked (current and past due). Meal breaks are required for shifts longer than 6 hours. Pay date is every other Friday the week after approval is due.

| <b>Pay Period Start Date</b> | <b>Pay Period End Date</b> | <b>Pay Date (Friday)</b> | <b>Student Employee Deadline</b> | <b>Supervisor Approval (Lock Time 4:30PM)</b> | <b>Timesheet Unlock for Adjustments</b> |
|------------------------------|----------------------------|--------------------------|----------------------------------|---|---|
| 08/19/24                     | 09/01/24                   | 09/13/24                 | 09/02/24                         | 09/03/24                                      | 09/13/24                                |
| 09/02/24                     | 09/15/24                   | 09/27/24                 | 09/16/24                         | 09/17/24                                      | 09/27/24                                |
| 09/16/24                     | 09/29/24                   | 10/11/24                 | 09/30/24                         | 10/01/24                                      | 10/11/24                                |
| 09/30/24                     | 10/13/24                   | 10/25/24                 | 10/14/24                         | 10/15/24                                      | 10/25/24                                |
| 10/14/24                     | 10/27/24                   | 11/08/24                 | 10/28/24                         | 10/29/24                                      | 11/08/24                                |
| 10/28/24                     | 11/10/24                   | 11/22/24                 | 11/11/24                         | 11/12/24                                      | 11/22/24                                |
| 11/11/24                     | 11/24/24                   | 12/06/24                 | 11/25/24                         | 11/26/24                                      | 12/06/24                                |
| 11/25/24                     | 12/08/24                   | 12/20/24                 | 12/09/24                         | 12/10/24                                      | 12/20/24                                |
| 12/09/24                     | 12/22/24                   | 01/03/25                 | 12/23/24                         | 12/24/24                                      | 01/03/25                                |
| 12/23/24                     | 01/05/25                   | 01/17/25                 | 01/06/25                         | 01/07/25                                      | 01/17/25                                |
| 01/06/25                     | 01/19/25                   | 01/31/25                 | 01/20/25                         | 01/21/25                                      | 01/31/25                                |
| 01/20/25                     | 02/02/25                   | 02/14/25                 | 02/03/25                         | 02/04/25                                      | 02/14/25                                |
| 02/03/25                     | 02/16/25                   | 02/28/25                 | 02/17/25                         | 02/18/25                                      | 02/28/25                                |
| 02/17/25                     | 03/02/25                   | 03/14/25                 | 03/03/25                         | 03/04/25                                      | 03/14/25                                |
| 03/03/25                     | 03/16/25                   | 03/28/25                 | 03/17/25                         | 03/18/25                                      | 03/28/25                                |
| 03/17/25                     | 03/30/25                   | 04/11/25                 | 03/31/25                         | 04/01/25                                      | 04/11/25                                |
| 03/31/25                     | 04/13/25                   | 04/25/25                 | 04/14/25                         | 04/15/25                                      | 04/25/25                                |
| 04/14/25                     | 04/27/25                   | 05/09/25                 | 04/28/25                         | 04/29/25                                      | 05/09/25                                |
| 04/28/25                     | 05/11/25                   | 05/23/25                 | 05/12/25                         | 05/13/25                                      | 05/23/25                                |
| 05/12/25                     | 05/25/25                   | 06/06/25                 | 05/26/25                         | 05/27/25                                      | 06/06/25                                |

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

[Workday Resources](#) – Job Aids, Videos, FAQ, & More

[Student Employee Instructions](#) – Time entry

[Student Supervisor Instructions](#) - Time Approval