



Hamilton College Student Payroll Calendar *Summer 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).

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.

Spring 2025

Pay Period Start Date	Pay Period End Date	Pay Date (Friday)	Student Deadline (Monday)	Approval Deadline (Tuesday)	Period Locked For Processing (Tues. 4:30 PM)	Timesheet Unlock for Adjustments
05/12/25	05/25/25	06/06/25	05/26/25	05/27/25	05/27/25	06/06/25

Summer 2025

Pay Period Start Date	Pay Period End Date	Pay Date (Friday)	Student Deadline (Monday)	Approval Deadline (Tuesday)	Period Locked For Processing (Tues. 4:30 PM)	Timesheet Unlock for Adjustments
05/26/25	06/08/25	06/20/25	06/09/25	06/10/25	06/10/25	06/20/25
06/09/25	06/22/25	07/03/25*	06/23/25	06/24/25	06/24/25	07/03/25
06/23/25	07/06/25	07/18/25	07/07/25	07/08/25	07/08/25	07/18/25
07/07/25	07/20/25	08/01/25	07/21/25	07/22/25	07/22/25	08/01/25
07/21/25	08/03/25	08/15/25	08/04/25	08/05/25	08/05/25	08/15/25
08/04/25	08/17/25	08/29/25	08/18/25	08/19/25	08/19/25	08/29/25

Fall 2025

Pay Period Start Date	Pay Period End Date	Pay Date (Friday)	Student Deadline (Monday)	Approval Deadline (Tuesday)	Period Locked For Processing (Tues. 4:30 PM)	Timesheet Unlock for Adjustments
08/18/25	08/31/25	09/12/25	09/01/25	09/02/25	09/02/25	09/12/25

**Deadlines and/or pay dates surrounding College recognized holidays are subject to change.*

Please contact the Payroll Office if you have any questions.

Sarah Goetz - sgoetz@hamilton.edu
Jarren Waterman – jwaterma@hamilton.edu

The 2025 - 2026 Academic Year Payroll Calendar will be available in July

*Business Office / Payroll
June 2025*