



Hamilton College
Student Employment Calendar
Academic Year 2020-2021

Students are not permitted to begin working until Human Resources has all of your required employment forms and you are set-up to view Web Time Entry. Questions should be directed to amoskal@hamilton.edu

For current information on the student employment paperwork process, due to COVID, please visit <https://my.hamilton.edu/offices/studentemploymentoffice>

WebAdvisor Time Entry must be submitted to your supervisor by the end of the day on the Monday deadline listed below. *Supervisor approval is due Tuesday before 4:30 PM.* Questions should be directed to jwaterma@hamilton.edu

Pay Period Start Date	Pay Period End Date	Employment Paperwork Deadline	Student Paper & Electronic Time Entry Deadline	Supervisor WebAdvisor Time Approval Deadline	Pay Date (Friday)
08/10/20	08/23/20	08/10/20	08/24/20	08/25/20	09/04/20
08/24/20	09/06/20	08/24/20	09/07/20	09/08/20	09/18/20
09/07/20	09/20/20	09/07/20	09/21/20	09/22/20	10/02/20
09/21/20	10/04/20	09/21/20	10/05/20	10/06/20	10/16/20
10/05/20	10/18/20	10/05/20	10/19/20	10/20/20	10/30/20
10/19/20	11/01/20	10/19/20	11/02/20	11/03/20	11/13/20
11/02/20	11/15/20	11/02/20	11/16/20	11/17/20	11/25/20*
11/16/20	11/29/20	11/16/20	11/30/20	12/01/20	12/11/20
11/30/20	12/13/20	11/30/20	12/14/20	12/15/20	12/23/20*
12/14/20	12/27/20	12/14/20	12/28/20	12/29/20	01/08/21
12/28/20	01/10/21	12/28/20	01/11/21	01/12/21	01/22/21
01/11/21	01/24/21	01/11/21	01/25/21	01/26/21	02/05/21
01/25/21	02/07/21	01/25/21	02/08/21	02/09/21	02/19/21
02/08/21	02/21/21	02/08/21	02/22/21	02/23/21	03/05/21
02/22/21	03/07/21	02/22/21	03/08/21	03/09/21	03/19/21
03/08/21	03/21/21	03/08/21	03/22/21	03/23/21	04/02/21
03/22/21	04/04/21	03/22/21	04/05/21	04/06/21	04/16/21
04/05/21	04/18/21	04/05/21	04/19/21	04/20/21	04/30/21
04/19/21	05/02/21	04/19/21	05/03/21	05/04/21	05/14/21
05/03/21	05/16/21	05/03/21	05/17/21	05/18/21	05/28/21
05/17/21	05/30/21	05/17/21	5/31/21	06/01/21	06/11/21

** 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.
Jarren Waterman – jwaterma@hamilton.edu