



Hamilton College Student Employment Calendar Summer 2021

Student employees are paid bi-weekly. WebAdvisor Time Entry must be submitted to your supervisor by the Monday deadline listed below. *Supervisor approval is due Tuesday by 4:30 PM.*

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>.

Spring 2021 (Academic Year 2020-2021)				
Pay Period Start Date	Pay Period End Date	Paperwork Deadline	WTE & Paper Time Sheet Deadline	Pay Date (Friday)
05/17/21	05/30/21	05/17/21 (Mon)	05/31/21 (Mon 4:30 PM)	06/11/21
Summer 2021				
Pay Period Start Date	Pay Period End Date	Paperwork Deadline	Time Sheet Deadline	Pay Date (Friday)
05/31/21	06/13/21	05/31/21 (Mon)	06/14/21 (Mon 4:30 PM)	06/25/21
06/14/21	06/27/21	06/14/21 (Mon)	06/28/21 (Mon 4:30 PM)	07/09/21
06/28/21	07/11/21	06/28/21 (Mon)	07/12/21 (Mon 4:30 PM)	07/23/21
07/12/21	07/25/21	07/12/21 (Mon)	07/26/21 (Mon 4:30 PM)	08/06/21
07/26/21	08/08/21	07/26/21 (Mon)	08/09/21 (Mon 4:30 PM)	08/20/21
08/09/21	08/22/21	08/09/21 (Mon)	8/23/21 (Mon 4:30 PM)	09/03/21
Fall 2021 (Academic Year 2021-2022)				
Pay Period Start Date	Pay Period End Date	Paperwork Deadline	Time Sheet Deadline	Pay Date (Friday)
08/23/21	09/05/21	08/23/21 (Mon)	09/06/21 (Mon 4:30 PM)	09/17/21

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

Please contact the Payroll Office if you have any questions.

Jarren Waterman – jwaterma@hamilton.edu

****The 2021-2022 Academic Year Payroll Calendar will be available in July****