

Hamilton College
Non-Exempt Staff & M&O Employment Calendar
Calendar Year 2022

Non-exempt Staff and Facilities Maintenance employees are paid weekly.

Self Service Time sheets must be submitted to your supervisor by the “Time Sheet Deadline” listed below (no later than 9:00 a.m. on Monday following the end of the pay period).

Supervisor approval is due by 10:00 a.m. on Monday.

Employment paperwork, tax withholding changes, direct deposit forms, etc. must be submitted by the “Time Sheet Deadline” listed below in order to allow time for processing.

Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	WebAdvisor Time Sheet Deadline (Monday by 9am)	Pay Date (Friday)
12/27/21	01/02/22	01/03/22	01/07/22
01/03/22	01/09/22	01/10/22	01/14/22
01/10/22	01/16/22	01/17/22	01/21/22
01/17/22	01/23/22	01/24/22	01/28/22
01/24/22	01/30/22	01/31/22	02/04/22
01/31/22	02/06/22	02/07/22	02/11/22
02/07/22	02/13/22	02/14/22	02/18/22
02/14/22	02/20/22	02/21/22	02/25/22
02/21/22	02/27/22	02/28/22	03/04/22
02/28/22	03/06/22	03/07/22	03/11/22
03/07/22	03/13/22	03/14/22	03/18/22
03/14/22	03/20/22	03/21/22	03/25/22
03/21/22	03/27/22	03/28/22	04/01/22
03/28/22	04/03/22	04/04/22	04/08/22
04/04/22	04/10/22	04/11/22	04/15/22
04/11/22	04/17/22	04/18/22	04/22/22
04/18/22	04/24/22	04/25/22	04/29/22
04/25/22	05/01/22	05/02/22	05/06/22
05/02/22	05/08/22	05/09/22	05/13/22
05/09/22	05/15/22	05/16/22	05/20/22
05/16/22	05/22/22	05/23/22	05/27/22
05/23/22	05/29/22	05/27/22* (Fri)	06/03/22
05/30/22	06/05/22	06/06/22	06/10/22
06/06/22	06/12/22	06/13/22	06/17/22
06/13/22	06/19/22	06/20/22	06/24/22
06/20/22	06/26/22	06/27/22	07/01/22

Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	WebAdvisor Time Sheet Deadline (Monday by 9am)	Pay Date (Friday)
06/27/22	07/03/22	07/01/22 (Fri)*	07/08/22
07/04/22	07/10/22	07/11/22	07/15/22
07/11/22	07/17/22	07/18/22	07/22/22
07/18/22	07/24/22	07/25/22	07/29/22
07/25/22	07/31/22	08/01/22	08/05/22
08/01/22	08/07/22	08/08/22	08/12/22
08/08/22	08/14/22	08/15/22	08/19/22
08/15/22	08/21/22	08/22/22	08/26/22
08/22/22	08/28/22	08/29/22	09/02/22
08/29/22	09/04/22	09/02/22 (Fri)*	09/09/22
09/05/22	09/11/22	09/12/22	09/16/22
09/12/22	09/18/22	09/19/22	09/23/22
09/19/22	09/25/22	09/26/22	09/30/22
09/26/22	10/02/22	10/03/22	10/07/22
10/03/22	10/09/22	10/10/22	10/14/22
10/10/22	10/16/22	10/17/22	10/21/22
10/17/22	10/23/22	10/24/22	10/28/22
10/24/22	10/30/22	10/31/22	11/04/22
10/31/22	11/06/22	11/07/22	11/11/22
11/07/22	11/13/22	11/14/22	11/18/22
11/14/22	11/20/22	11/21/22 (Mon)*	11/25/22 (Fri)*
11/21/22	11/27/22	11/28/22	12/02/22
11/28/22	12/04/22	12/05/22	12/09/22
12/05/22	12/11/22	12/12/22	12/16/22
12/12/22	12/18/22	12/19/22 (Mon)*	12/23/22(Fri)*
12/19/22	12/25/22	12/22/22 (Thu)*	12/30/22 (Fri)*
12/26/22	01/01/23	01/03/23 (Tue)*	01/06/23

** 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.

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