



Hamilton College
Student Employment Calendar
Summer 2023

Student employees are paid bi-weekly. Self Service 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 Self Service Time Entry. Questions should be directed to amoskal@hamilton.edu.

Self Service: <https://collss-prod.hamilton.edu/Student/Account/Login>

Spring 2023 (Academic Year 2022-2023)				
Pay Period Start Date	Pay Period End Date	Paperwork Deadline	Time Sheet Deadline	Pay Date (Friday)
05/15/23	05/28/23	05/15/23	05/29/23	06/09/23
Summer 2023				
Pay Period Start Date	Pay Period End Date	Paperwork Deadline	Time Sheet Deadline	Pay Date (Friday)
05/29/23	06/11/23	05/29/23	06/12/23	06/23/23
06/12/23	06/25/23	06/12/23	06/26/23	07/07/23
06/26/23	07/09/23	06/26/23	07/10/23	07/21/23
07/10/23	07/23/23	07/10/23	07/24/23	08/04/23
07/24/23	08/06/23	07/24/23	08/07/23	08/18/23
08/07/23	08/20/23	08/07/23	08/21/23	09/01/23
Fall 2023 (Academic Year 2023-2024)				
Pay Period Start Date	Pay Period End Date	Paperwork Deadline	Time Sheet Deadline	Pay Date (Friday)
08/21/23	09/03/23	08/21/23	09/04/23	09/15/23

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 2023 - 2024 Academic Year Payroll Calendar will be available in July*****