



Hamilton College
Student Employment Calendar
Summer 2024

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 Anna Moskal: amoskal@hamilton.edu.

Spring 2024 (Academic Year 2023-2024)				
Pay Period Start Date	Pay Period End Date	Paperwork Deadline	Time Sheet Deadline	Pay Date (Friday)
05/13/24	05/26/24	05/13/24	05/27/24	06/07/24
Summer 2024				
Pay Period Start Date	Pay Period End Date	Paperwork Deadline	Time Sheet Deadline	Pay Date (Friday)
05/27/24	06/09/24	05/27/24	06/10/24	06/21/24
06/10/24	06/23/24	06/10/24	06/24/24	07/05/24
06/24/24	07/07/24	06/24/24	07/08/24	07/19/24
07/08/24	07/21/24	07/08/24	07/22/24	08/02/24
07/22/24	08/04/24	07/22/24	08/05/24	08/16/24
08/05/24	08/18/24	08/05/24	08/19/24	08/30/24
Fall 2024 (Academic Year 2024-2025)				
Pay Period Start Date	Pay Period End Date	Paperwork Deadline	Time Sheet Deadline	Pay Date (Friday)
08/19/24	09/01/24	08/19/24	09/02/24	09/13/24

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

Please contact the Payroll Office if you have any questions.

Dan Shaw – dshaw@hamilton.edu
 Jarren Waterman – jwaterma@hamilton.edu

*****The 2024 - 2025 Academic Year Payroll Calendar will be available in July*****