

Hamilton College
Non-Exempt Staff Weekly Payroll Calendar
Calendar Year 2025

Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Pay Date (Friday)	Time Entry Lockout (Mon. 1:30 PM)	Unlock for Adjustments (Friday)	No Additional Time Entry Period CLOSED
01/06/25	01/12/25	01/17/25	01/13/25	01/17/25	04/12/25
01/13/25	01/19/25	01/24/25	01/20/25	01/24/25	04/19/25
01/20/25	01/26/25	01/31/25	01/27/25	01/31/25	04/26/25
01/27/25	02/02/25	02/07/25	02/03/25	02/07/25	05/03/25
02/03/25	02/09/25	02/14/25	02/10/25	02/14/25	05/10/25
02/10/25	02/16/25	02/21/25	02/17/25	02/21/25	05/17/25
02/17/25	02/23/25	02/28/25	02/24/25	02/28/25	05/24/25
02/24/25	03/02/25	03/07/25	03/03/25	03/07/25	05/31/25
03/03/25	03/09/25	03/14/25	03/10/25	03/14/25	06/07/25
03/10/25	03/16/25	03/21/25	03/17/25	03/21/25	06/14/25
03/17/25	03/23/25	03/28/25	03/24/25	03/28/25	06/21/25
03/24/25	03/30/25	04/04/25	03/31/25	04/04/25	06/28/25
03/31/25	04/06/25	04/11/25	04/07/25	04/11/25	07/05/25
04/07/25	04/13/25	04/18/25	04/14/25	04/18/25	07/12/25
04/14/25	04/20/25	04/25/25	04/21/25	04/25/25	07/19/25
04/21/25	04/27/25	05/02/25	04/28/25	05/02/25	07/26/25
04/28/25	05/04/25	05/09/25	05/05/25	05/09/25	08/02/25
05/05/25	05/11/25	05/16/25	05/12/25	05/16/25	08/09/25
05/12/25	05/18/25	05/23/25	05/19/25	05/23/25	08/16/25
05/19/25	05/25/25	05/30/25	05/26/25	05/30/25	08/23/25
05/26/25	06/01/25	06/06/25	06/02/25	06/06/25	08/30/25
06/02/25	06/08/25	06/13/25	06/09/25	06/13/25	09/06/25
06/09/25	06/15/25	06/20/25	06/16/25	06/20/25	09/13/25
06/16/25	06/22/25	06/27/25	06/23/25	06/27/25	09/20/25
06/23/25	06/29/25	07/03/25	06/30/25	07/04/25	09/27/25

Deadlines and/or pay dates surrounding a holiday are subject to change.

- Time Entry and Approval Due each Monday before 1:30PM.
- Pay period unlocks for additions or corrections Friday morning.
- After 90 days pay periods are permanently closed.
- Changes to payroll deadlines will be emailed.

Please email questions to the payroll office (jwaterma@hamilton.edu)