



Hamilton College
Student Employment Calendar
Academic Year 2021-2022

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>

WebAdvisor Time Entry must be submitted to your supervisor by the end of the day on the Monday deadline listed below. *Supervisor approval is due Tuesday before 4:30 PM.* Questions should be directed to jwaterma@hamilton.edu

Pay Period Start Date	Pay Period End Date	Employment Paperwork Deadline	Student Paper & Electronic Time Entry Deadline	Supervisor WebAdvisor Time Approval Deadline	Pay Date (Friday)
08/23/21	09/05/21	08/23/21	09/06/21	09/07/21	09/17/21
09/06/21	09/19/21	09/06/21	09/20/21	09/21/21	10/01/21
09/20/21	10/03/21	09/20/21	10/04/21	10/05/21	10/15/21
10/04/21	10/17/21	10/04/21	10/18/21	10/19/21	10/29/21
10/18/21	10/31/21	10/18/21	11/01/21	11/02/21	11/12/21
11/01/21	11/14/21	11/01/21	11/15/21	11/16/21	11/24/21*
11/15/21	11/28/21	11/15/21	11/29/21	11/30/21	12/10/21
11/29/21	12/12/21	11/29/21	12/13/21	12/14/21	12/24/21*
12/13/21	12/26/21	12/13/21	12/27/21	12/28/21	01/07/22
12/27/21	01/09/22	12/27/21	01/10/22	01/11/22	01/21/22
01/10/22	01/23/22	01/10/22	01/24/22	01/25/22	02/04/22
01/24/22	02/06/22	01/24/22	02/07/22	02/08/22	02/18/22
02/07/22	02/20/22	02/07/22	02/21/22	02/22/21	03/04/22
02/21/22	03/06/22	02/21/22	03/07/22	03/08/22	03/18/22
03/07/22	03/20/22	03/07/22	03/21/22	03/22/22	04/01/22
03/21/22	04/03/22	03/21/22	04/04/22	04/05/22	04/15/22
04/04/22	04/17/22	04/04/22	04/18/22	04/19/22	04/29/22
04/18/22	05/01/22	04/18/22	05/02/22	05/03/22	05/13/22
05/02/22	05/15/22	05/02/22	05/16/22	05/17/22	05/27/22
05/16/22	05/29/22	05/16/22	05/30/22	05/31/22	06/10/22

** 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.

Jarren Waterman – jwaterma@hamilton.edu