



Hamilton College
Student Payroll Calendar
Academic Year 2023-2024

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. Questions should be directed to amoskal@hamilton.edu

Self Service time sheets (2 per pay period) must be submitted to your supervisor by the end of the day on the Monday deadline listed below.

Supervisor approval for both time sheets is due Tuesday before 4:30 PM

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

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

** 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.

Dan Shaw – dshaw@hamilton.edu

Jarren Waterman – jwaterma@hamilton.edu