

**Hamilton College**  
**Non-Exempt Staff & M&O Employment Calendar**  
*Calendar Year 2021*

Non-exempt Staff and Facilities Maintenance employees are paid weekly.

WebAdvisor Time sheets must be submitted to your supervisor by the “Time Sheet Deadline” listed below (no later than 9:00 a.m. on Monday following the end of the pay period).

***Supervisor approval is due by 10:00 a.m. on Monday.***

Employment paperwork, tax withholding changes, direct deposit forms, etc. must be submitted by the “Time Sheet Deadline” listed below in order to allow time for processing.

<b>Pay Period Start Date (Monday)</b>	<b>Pay Period End Date (Sunday)</b>	<b>WebAdvisor Time Sheet Deadline (Monday by 9am)</b>	<b>Pay Date (Friday)</b>
12/28/20	01/03/21	01/04/21	01/08/21
01/04/21	01/10/21	01/11/21	01/15/21
01/11/21	01/17/21	01/18/21	01/22/21
01/18/21	01/24/21	01/25/21	01/29/21
01/25/21	01/31/21	02/01/21	02/05/21
02/01/21	02/07/21	02/08/21	02/12/21
02/08/21	02/14/21	02/15/21	02/19/21
02/15/21	02/21/21	02/22/21	02/26/21
02/22/21	02/28/21	03/01/21	03/05/21
03/01/21	03/07/21	03/08/21	03/12/21
03/08/21	03/14/21	03/15/21	03/19/21
03/15/21	03/21/21	03/22/21	03/26/21
03/22/21	03/28/21	03/29/21	04/02/21
03/29/21	04/04/21	04/05/21	04/09/21
04/05/21	04/11/21	04/12/21	04/16/21
04/12/21	04/18/21	04/19/21	04/23/21
04/19/21	04/25/21	04/26/21	04/30/21
04/26/21	05/02/21	05/03/21	05/07/21
05/03/21	05/09/21	05/10/21	05/14/21
05/10/21	05/16/21	05/17/21	05/21/21
05/17/21	05/23/21	05/24/21	05/28/21
05/24/21	05/30/21	<b>05/28/21 (Fri)*</b>	06/04/21
05/31/21	06/06/21	06/07/21	06/11/21
06/07/21	06/13/21	06/14/21	06/18/21
06/14/21	06/20/21	06/21/21	06/25/21
06/21/21	06/27/21	06/28/21	07/02/21

<b>Pay Period Start Date (Monday)</b>	<b>Pay Period End Date (Sunday)</b>	<b>WebAdvisor Time Sheet Deadline (Monday by 9am)</b>	<b>Pay Date (Friday)</b>
06/28/21	07/04/21	<b>07/02/21 (Fri)*</b>	07/09/21
07/05/21	07/11/21	07/12/21	07/16/21
07/12/21	07/18/21	07/19/21	07/23/21
07/19/21	07/25/21	07/26/21	07/30/21
07/26/21	08/01/21	08/02/21	08/06/21
08/02/21	08/08/21	08/09/21	08/13/21
08/09/21	08/15/21	08/16/21	08/20/21
08/16/21	08/22/21	08/23/21	08/27/21
08/23/21	08/29/21	08/30/21	09/03/21
08/30/21	09/05/21	<b>09/03/21 (Fri)*</b>	09/10/21
09/06/21	09/12/21	09/13/21	09/17/21
09/13/21	09/19/21	09/20/21	09/24/21
09/20/21	09/26/21	09/27/21	10/01/21
09/27/21	10/03/21	10/04/21	10/08/21
10/04/21	10/10/21	10/11/21	10/15/21
10/11/21	10/17/21	10/18/21	10/22/21
10/18/21	10/24/21	10/25/21	10/29/21
10/25/21	10/31/21	11/01/21	11/05/21
11/01/21	11/07/21	11/08/21	11/12/21
11/08/21	11/14/21	11/15/21	11/19/21
11/15/21	11/21/21	<b>11/19/21 (Fri)*</b>	<b>11/24/21 (Wed)*</b>
11/22/21	11/28/21	11/29/21	12/03/21
11/29/21	12/05/21	12/6/21	12/10/21
12/06/21	12/12/21	12/13/21	12/17/21
12/13/21	12/19/21	<b>TBD</b>	<b>TBD</b>
12/20/21	12/26/21	<b>TBD</b>	<b>TBD</b>
12/27/21	01/02/22	01/03/22	01/07/22

*\* 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.

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