**Hamilton College**
**Non-Exempt Staff Weekly Payroll Calendar**
***Calendar Year 2026***

| Pay Period Start Date (Monday) | Pay Period End Date (Sunday) | Pay Date (Friday) | Time Entry Lockout (Mon. 1:30 PM) | Unlock for Adjustments (Friday) |
|---|---|---|---|---|
| 12/22/25 | 12/28/25 | 01/02/26 | *12/23/25* | 01/02/26 |
| 12/29/25 | 01/04/26 | 01/09/26 | 01/05/26 | 01/09/26 |
| 01/05/26 | 01/11/26 | 01/16/26 | 01/12/26 | 01/16/26 |
| 01/12/26 | 01/18/26 | 01/23/26 | 01/19/26 | 01/23/26 |
| 01/19/26 | 01/25/26 | 01/30/26 | 01/26/26 | 01/30/26 |
| 01/26/26 | 02/01/26 | 02/06/26 | 02/02/26 | 02/06/26 |
| 02/02/26 | 02/08/26 | 02/13/26 | 02/09/26 | 02/13/26 |
| 02/09/26 | 02/15/26 | 02/20/26 | 02/16/26 | 02/20/26 |
| 02/16/26 | 02/22/26 | 02/27/26 | 02/23/26 | 02/27/26 |
| 02/23/26 | 03/01/26 | 03/06/26 | 03/02/26 | 03/06/26 |
| 03/02/26 | 03/08/26 | 03/13/26 | 03/09/26 | 03/13/26 |
| 03/09/26 | 03/15/26 | 03/20/26 | 03/16/26 | 03/20/26 |
| 03/16/26 | 03/22/26 | 03/27/26 | 03/23/26 | 03/27/26 |
| 03/23/26 | 03/29/26 | 04/03/26 | 03/30/26 | 04/03/26 |
| 03/30/26 | 04/05/26 | 04/10/26 | 04/06/26 | 04/10/26 |
| 04/06/26 | 04/12/26 | 04/17/26 | 04/13/26 | 04/17/26 |
| 04/13/26 | 04/19/26 | 04/24/26 | 04/20/26 | 04/24/26 |
| 04/20/26 | 04/26/26 | 05/01/26 | 04/27/26 | 05/01/26 |
| 04/27/26 | 05/03/26 | 05/08/26 | 05/04/26 | 05/08/26 |
| 05/04/26 | 05/10/26 | 05/15/26 | 05/11/26 | 05/15/26 |
| 05/11/26 | 05/17/26 | 05/22/26 | 05/18/26 | 05/22/26 |
| 05/18/26 | 05/24/26 | 05/29/26 | 05/25/26 | 05/29/26 |
| 05/25/26 | 05/31/26 | 06/05/26 | 06/01/26 | 06/05/26 |
| 06/01/26 | 06/07/26 | 06/12/26 | 06/08/26 | 06/12/26 |
| 06/08/26 | 06/14/26 | 06/19/26 | 06/15/26 | 06/19/26 |
| 06/15/26 | 06/21/26 | 06/26/26 | 06/22/26 | 06/26/26 |
| 06/22/26 | 06/28/26 | 07/03/26 | 06/29/26 | 07/03/26 |
| 06/29/26 | 07/05/26 | 07/10/26 | 07/06/26 | 07/10/26 |
| 07/06/26 | 07/12/26 | 07/17/26 | 07/13/26 | 07/17/26 |
| 07/13/26 | 07/19/26 | 07/24/26 | 07/20/26 | 07/24/26 |
| 07/20/26 | 07/26/26 | 07/31/26 | 07/27/26 | 07/31/26 |
| 07/27/26 | 08/02/26 | 08/07/26 | 08/03/26 | 08/07/26 |
| 08/03/26 | 08/09/26 | 08/14/26 | 08/10/26 | 08/14/26 |
| 08/10/26 | 08/16/26 | 08/21/26 | 08/17/26 | 08/21/26 |
| 08/17/26 | 08/23/26 | 08/28/26 | 08/24/26 | 08/28/26 |
| 08/24/26 | 08/30/26 | 09/04/26 | 08/31/26 | 09/04/26 |
| 08/31/26 | 09/06/26 | 09/11/26 | 09/07/26 | 09/11/26 |
| 09/07/26 | 09/13/26 | 09/18/26 | 09/14/26 | 09/18/26 |

| Pay Period Start Date (Monday) | Pay Period End Date (Sunday) | Pay Date (Friday) | | Time Entry Lockout (Mon. 1:30 PM) | Unlock for Adjustments (Friday) |
|---|---|---|---|---|---|
| 09/14/26 | 09/20/26 | 09/25/26 | | 09/21/26 | 09/25/26 |
| 09/21/26 | 09/27/26 | 10/02/26 | | 09/28/26 | 10/02/26 |
| 09/28/26 | 10/04/26 | 10/09/26 | | 10/05/26 | 10/09/26 |
| 10/05/26 | 10/11/26 | 10/16/26 | | 10/12/26 | 10/16/26 |
| 10/12/26 | 10/18/26 | 10/23/26 | | 10/19/26 | 10/23/26 |
| 10/19/26 | 10/25/26 | 10/30/26 | | 10/26/26 | 10/30/26 |
| 10/26/26 | 11/01/26 | 11/06/26 | | 11/02/26 | 11/06/26 |
| 11/02/26 | 11/08/26 | 11/13/26 | | 11/09/26 | 11/13/26 |
| 11/09/26 | 11/15/26 | 11/20/26 | | 11/16/26 | 11/20/26 |
| 11/16/26 | 11/22/26 | 11/27/26 | | 11/23/26 | 11/27/26 |
| 11/23/26 | 11/29/26 | 12/04/26 | | 11/30/26 | 12/04/26 |
| 11/30/26 | 12/06/26 | 12/11/26 | | 12/07/26 | 12/11/26 |
| 12/07/26 | 12/13/26 | 12/18/26 | | 12/14/26 | 12/18/26 |
| 12/14/26 | 12/20/26 | 12/24/26 | | 12/21/26 | 12/24/26 |
| 12/21/26 | 12/27/26 | 12/31/26 | | 12/28/26 | 12/31/26 |
| 12/28/26 | 01/03/27 | 01/08/27 | | 01/04/27 | 01/08/27 |

***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)