



Hamilton College **Student (Biweekly) Payroll Calendar** **Academic Year 2025 -2026**

Student employees are not permitted to begin working until Human Resources has all of their required employment forms. Questions should be directed to Anna Moskal (amoskal@hamilton.edu).

All [time entry](#) will be completed in [Workday](#) and must be submitted to supervisors by the end of the day Monday on the dates below. Supervisor approval is due Tuesday before 4:30 PM. Past due hours are now recorded in Workday (no paper timesheets). Reference the Timesheet Unlock column to know when adjustments can be made to a prior pay period. All hours should be recorded by position on the date and time block worked (current and past due). Meal breaks are required for shifts longer than 6 hours. Pay date is every other Friday the week after approval is due.

Pay Period Start Date	Pay Period End Date	Pay Date (Friday)	Student Employee Deadline	Supervisor Approval (Lock Time 4:30PM)	Timesheet Unlock for Adjustments
08/18/25	08/31/25	09/12/25	09/01/25	09/02/25	09/12/25
09/01/25	09/14/25	09/26/25	09/15/25	09/16/25	09/26/25
09/15/25	09/28/25	10/10/25	09/29/25	09/30/25	10/10/25
09/29/25	10/12/25	10/24/25	10/13/25	10/14/25	10/24/25
10/13/25	10/26/25	11/07/25	10/27/25	10/28/25	11/07/25
10/27/25	11/09/25	11/21/25	11/10/25	11/11/25	11/21/25
11/10/25	11/23/25	12/05/25	11/24/25	11/25/25	12/05/25
11/24/25	12/07/25	12/19/25	12/08/25	12/09/25	12/19/25
12/08/25	12/21/25	01/02/26	12/22/25	12/23/25	01/02/26
12/22/25	01/04/26	01/16/26	01/05/26	01/06/26	01/16/26
01/05/26	01/18/26	01/30/26	01/19/26	01/20/26	01/30/26
01/19/26	02/01/26	02/13/26	02/02/26	02/03/26	02/13/26
02/02/26	02/15/26	02/27/26	02/16/26	02/17/26	02/27/26
02/16/26	03/01/26	03/13/26	03/02/26	03/03/26	03/13/26
03/02/26	03/15/26	03/27/26	03/16/26	03/17/26	03/27/26
03/16/26	03/29/26	04/10/26	03/30/26	03/31/26	04/10/26
03/30/26	04/12/26	04/24/26	04/13/26	04/14/26	04/24/26
04/13/26	04/26/26	05/08/26	04/27/26	04/28/26	05/08/26
04/27/26	05/10/26	05/22/26	05/11/26	05/12/26	05/22/26
05/11/26	05/24/26	06/05/26	5/25/2026	05/26/26	06/05/26

Deadlines and/or pay dates surrounding Holidays or the Holiday Shutdown period are subject to change.

[Workday Resources](#) – Job Aids, Videos, FAQ, & More

[Student Employee Instructions](#) – Time entry

[Student Supervisor Instructions](#) - Time Approval