



Hamilton College
Student Employment Calendar
Academic Year 2022-2023

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, please
visit <https://my.hamilton.edu/offices/studentemploymentoffice>

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*

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)
08/22/22	09/04/22	08/22/22	09/05/22	09/06/22	09/16/22
09/05/22	09/18/22	09/05/22	09/19/22	09/20/22	09/30/22
09/19/22	10/02/22	09/19/22	10/03/22	10/04/22	10/14/22
10/03/22	10/16/22	10/03/22	10/17/22	10/18/22	10/28/22
10/17/22	10/30/22	10/17/22	10/31/22	11/01/22	11/11/22
10/31/22	11/13/22	10/31/22	11/14/22	11/15/22	11/25/22*
11/14/22	11/27/22	11/14/22	11/28/22	11/29/22	12/09/22
11/28/22	12/11/22	11/28/22	12/12/22	12/13/22	12/23/22*
12/12/22	12/25/22	12/12/22	12/26/22	12/27/22	01/06/23
12/26/22	01/08/23	12/26/22	01/09/23	01/10/23	01/20/23
01/09/23	01/22/23	01/09/23	01/23/23	01/24/23	02/03/23
01/23/23	02/05/23	01/23/23	02/06/23	02/07/23	02/17/23
02/06/23	02/19/23	02/06/23	02/20/23	02/21/23	03/03/23
02/20/23	03/05/23	02/20/23	03/06/23	03/07/23	03/17/23
03/06/23	03/19/23	03/06/23	03/20/23	03/21/23	03/31/23
03/20/23	04/02/23	03/20/23	04/03/23	04/04/23	04/14/23
04/03/23	04/16/23	04/03/23	04/17/23	04/18/23	04/28/23
04/17/23	04/30/23	04/17/23	05/01/23	05/02/23	05/12/23
05/01/23	05/14/23	05/01/23	05/15/23	05/16/23	05/26/23
05/15/23	05/28/23	05/15/23	05/29/23	05/30/23	06/09/23

** 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