Hamilton
PAYROLL OFFICE

Hamilton College
Student (Biweekly) Payroll Calendar
Academic Year 2026 - 2027

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

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