

Hamilton College
Non-Exempt Staff Weekly Payroll Calendar
November - December 2025

Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Pay Date (Friday)		Time Entry Lockout (Mon. 1:30 PM)	Unlock for Adjustments (Friday)	No Additional Time Entry Period CLOSED
10/27/25	11/02/25	11/07/25		11/03/25	11/07/25	01/31/26
11/03/25	11/09/25	11/14/25		11/10/25	11/14/25	02/07/26
11/10/25	11/16/25	11/21/25		11/17/25	11/21/25	02/14/26
11/17/25	11/23/25	11/28/25		11/24/25	11/28/25	02/21/26
11/24/25	11/30/25	12/05/25		12/01/25	12/05/25	02/28/26
12/01/25	12/07/25	12/12/25		12/08/25	12/12/25	03/07/26
12/08/25	12/14/25	12/19/25		12/15/25	12/19/25	03/14/26
12/15/25	12/21/25	12/26/25		*12/22/25*	12/26/25	03/21/26
12/22/25	12/28/25	01/02/26		*12/23/25*	01/02/26	03/28/26
12/29/25	01/04/26	01/09/26		01/05/26	01/09/26	04/04/26

Deadlines and/or pay dates surrounding a holiday are subject to change

- Time Entry and Approval is 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)