

Hamilton College
Non-Exempt Staff & M&O Weekly Payroll Calendar
Calendar Year 2024

Non-exempt Staff and Facilities Maintenance employees are paid weekly.

Self Service Time sheets must be submitted to your supervisor by the “Time Sheet Deadline” listed below (no later than 9:00 a.m. on Monday following the end of the pay period).

Supervisor approval is due by 10:00 a.m. on Monday.

Employment paperwork, tax withholding changes, direct deposit forms, etc. must be submitted by the “Time Sheet Deadline” listed below in order to allow time for processing.

Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Self Service Time Sheet Deadline (Monday by 9am)	Pay Date (Friday)
12/25/23	12/31/23	01/02/24 (Tue)*	01/05/24
01/01/24	01/07/24	01/08/24	01/12/24
01/08/24	01/14/24	01/16/24 (Tue)*	01/19/24
01/15/24	01/21/24	01/22/24	01/26/24
01/22/24	01/28/24	01/29/24	02/02/24
01/29/24	02/04/24	02/05/24	02/09/24
02/05/24	02/11/24	02/12/24	02/16/24
02/12/24	02/18/24	02/19/24	02/23/24
02/19/24	02/25/24	02/26/24	03/01/24
02/26/24	03/03/24	03/04/24	03/08/24
03/04/24	03/10/24	03/11/24	03/15/24
03/11/24	03/17/24	03/18/24	03/22/24
03/18/24	03/24/24	03/25/24	03/29/24
03/25/24	03/31/24	04/01/24	04/05/24
04/01/24	04/07/24	04/08/24	04/12/24
04/08/24	04/14/24	04/15/24	04/19/24
04/15/24	04/21/24	04/22/24	04/26/24
04/22/24	04/28/24	04/29/24	05/03/24
04/29/24	05/05/24	05/06/24	05/10/24
05/06/24	05/12/24	05/13/24	05/17/24
05/13/24	05/19/24	05/20/24	05/24/24
05/20/24	05/26/24	05/28/24 (Tue)*	05/31/24
05/27/24	06/02/24	06/03/24	06/07/24
06/03/24	06/09/24	06/10/24	06/14/24
06/10/24	06/16/24	06/17/24	06/21/24
06/17/24	06/23/24	06/24/24	06/28/24

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