

Hampshire College  
Non-Exempt Payroll 2025 Dates

|           |                  | Timecard<br>Submission<br>Deadline<br>1:30 PM | Timecard<br>Approval<br>Deadline<br>9:30 AM | Pay Period<br>Start Date | Pay Period<br>Ending | Pay Date   |
|-----------|------------------|-----------------------------------------------|---------------------------------------------|--------------------------|----------------------|------------|
| January   | 1                | 1/6/2025                                      | 1/7/2025                                    | 12/22/2024               | 1/4/2025             | 1/10/2025  |
|           | *2               | 1/17/2025                                     | 1/21/2025                                   | 1/5/2025                 | 1/18/2025            | 1/24/2025  |
| February  | 3                | 2/3/2025                                      | 2/4/2025                                    | 1/19/2025                | 2/1/2025             | 2/7/2025   |
|           | 4                | 2/17/2025                                     | 2/18/2025                                   | 2/2/2025                 | 2/15/2025            | 2/21/2025  |
| March     | 5                | 3/3/2025                                      | 3/4/2025                                    | 2/16/2025                | 3/1/2025             | 3/7/2025   |
|           | 6                | 3/17/2025                                     | 3/18/2025                                   | 3/2/2025                 | 3/15/2025            | 3/21/2025  |
| April     | 7                | 3/31/2025                                     | 4/1/2025                                    | 3/16/2025                | 3/29/2025            | 4/4/2025   |
|           | 8                | 4/14/2025                                     | 4/15/2025                                   | 3/30/2025                | 4/12/2025            | 4/18/2025  |
| May       | 9                | 4/28/2025                                     | 4/29/2025                                   | 4/13/2025                | 4/26/2025            | 5/2/2025   |
|           | 10               | 5/12/2025                                     | 5/13/2025                                   | 4/27/2025                | 5/10/2025            | 5/16/2025  |
|           | *no benefits *11 | 5/23/2025                                     | 5/27/2025                                   | 5/11/2025                | 5/24/2025            | 5/30/2025  |
| June      | 12               | 6/9/2025                                      | 6/10/2025                                   | 5/25/2025                | 6/7/2025             | 6/13/2025  |
|           | 13               | 6/23/2025                                     | 6/24/2025                                   | 6/8/2025                 | 6/21/2025            | 6/27/2025  |
| July      | 14               | 7/7/2025                                      | 7/8/2025                                    | 6/22/2025                | 7/5/2025             | 7/11/2025  |
|           | 15               | 7/21/2025                                     | 7/22/2025                                   | 7/6/2025                 | 7/19/2025            | 7/25/2025  |
| August    | 16               | 8/4/2025                                      | 8/5/2025                                    | 7/20/2025                | 8/2/2025             | 8/8/2025   |
|           | 17               | 8/18/2025                                     | 8/19/2025                                   | 8/3/2025                 | 8/16/2025            | 8/22/2025  |
| September | *18              | 8/29/2025                                     | 9/2/2025                                    | 8/17/2025                | 8/30/2025            | 9/5/2025   |
|           | 19               | 9/15/2025                                     | 9/16/2025                                   | 8/31/2025                | 9/13/2025            | 9/19/2025  |
| October   | 20               | 9/29/2025                                     | 9/30/2025                                   | 9/14/2025                | 9/27/2025            | 10/3/2025  |
|           | 21               | 10/13/2025                                    | 10/14/2025                                  | 9/28/2025                | 10/11/2025           | 10/17/2025 |
|           | *no benefits *22 | 10/27/2025                                    | 10/28/2025                                  | 10/12/2025               | 10/25/2025           | 10/31/2025 |
| November  | 23               | 11/10/2025                                    | 11/11/2025                                  | 10/26/2025               | 11/8/2025            | 11/14/2025 |
|           | 24               | 11/24/2025                                    | 11/25/2025                                  | 11/9/2025                | 11/22/2025           | 11/28/2025 |
| December  | 25               | 12/8/2025                                     | 12/9/2025                                   | 11/23/2025               | 12/6/2025            | 12/12/2025 |
|           | *26              | 12/17/2025                                    | 12/18/2025                                  | 12/7/2025                | 12/20/2025           | 12/26/2025 |

\* Deadline(s) and/or pay date has been modified due to holiday

Trixie to complete

\*3rd pay check No Benefits taken out