



2019 Linfield Payroll Calendar

JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

MAY

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

JULY

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

2019 Payday

Student
Hourly Non-Exempt
Faculty/Admin Exempt
Hourly and Student
Entire College

Supervisor only

Time Card Signoff due
Time Card Signoff due
Time Card Signoff due
Time Card Signoff due
Weekly Time Card Approval due
Monthly Time Card Approval/Signoff due

some signoff dates may overlap with pay dates

Holiday Closures

College Winter Closure

2019 Linfield Payroll Calendar

Student Pay Date	Pay Period	Supervisor Monthly Signoff Approves Time Cards By 8:30 am
January 10, 2019	12/1/18 - 12/31/18	January 2, 2019
February 8, 2019	1/1/19 - 1/31/19	February 1, 2019
March 8, 2019	2/1 - 2/28	March 1, 2019
April 5, 2019	3/1 - 3/31	April 1, 2019
May 3, 2019	4/1 - 4/30	May 1, 2019
June 5, 2019	5/1 - 5/31	June 3, 2019
July 5, 2019	6/1 - 6/30	July 1, 2019
August 5, 2019	7/1 - 7/31	August 1, 2019
September 5, 2019	8/1 - 8/31	September 3, 2019
October 4, 2019	9/1 - 9/30	October 1, 2019
November 5, 2019	10/1 - 10/31	November 1, 2019
December 5, 2019	11/1 - 11/30	December 2, 2019

Non Exempt (Hourly) Pay Date	Pay Period	Supervisor Monthly Signoff Approves Time Cards By 8:30 am
January 22, 2019	12/16/18 - 1/15/19	January 16, 2019
February 22, 2019	1/16 - 2/15	February 18, 2019
March 22, 2019	2/16 - 3/15	March 18, 2019
April 5, 2019	3/16 - 3/31	April 1, 2019
May 3, 2019	4/1-4/30	May 1, 2019
June 5, 2019	5/1-5/31	June 3, 2019
July 5, 2019	6/1-6/30	July 1, 2019
August 5, 2019	7/1-7/31	August 1, 2019
September 5, 2019	8/1-8/31	September 3, 2019
October 4, 2019	9/1-9/30	October 1, 2019
November 5, 2019	10/1-10/31	November 1, 2019
December 5, 2019	11/1-11/30	December 2, 2019

Exempt (Salaried) Pay Date	Pay Period	Supervisor Monthly Signoff Approves Time Cards By 8:30 am
January 29, 2019	1/1 - 1/31	January 21, 2019
February 28, 2019	2/1 - 2/28	February 20, 2019
March 29, 2019	3/1 - 3/31	March 21, 2019
May 3, 2019	4/1 - 4/30	May 1, 2019
June 5, 2019	5/1 - 5/31	June 3, 2019
July 5, 2019	6/1 - 6/30	July 1, 2019
August 5, 2019	7/1 - 7/31	August 1, 2019
September 5, 2019	8/1 - 8/31	September 3, 2019
October 4, 2019	9/1 - 9/30	October 1, 2019
November 5, 2019	10/1 - 10/31	November 1, 2019
December 5, 2019	11/1 - 11/30	December 2, 2019