RED ROCKS COMMUNITY COLLEGE
SUMMER 2022 BIWEEKLY PAYROLL SCHEDULE
STUDENT AND VARIABLE HOUR EMPLOYEES
MAY 7th, 2022 - AUGUST 26th, 2022

Employees: Electronic timesheets must be entered after each shift and submitted for approval on the employee's last working day of the biweekly pay period. System lock-out occurs at 11:59 of the final Friday of each pay period.

Supervisors: Review and act on timesheets no later than 10:00 a.m. on the Monday following the end of the biweekly pay period to allow time for correction and resubmission, if necessary.

Work-Study Employees: If you will not be continuing academically with RRCC in the Fall Semester 2022, your final day of work-study employment is May 10, 2022. All continuing students may work through 05.20.22.

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
6.1 (Spring)	05/07/22-05/20/22	5/17/2022	5/20/2022	6/3/2022
6.2	05/21/22-06/03/22	5/31/2022	6/3/2022	6/17/2022
7.1	06/04/22-06/17/22	6/14/2022	6/17/2022	7/1/2022
7.2	06/18/22-07/01/22	6/28/2022	7/1/2022	7/15/2022
7.3	07/02/22-07/15/22	7/12/2022	7/15/2022	7/29/2022
8.1	07/16/22-07/29/22	7/26/2022	7/29/2022	8/12/2022
8.2 (Fall)	07/30/22-08/12/22	8/9/2022	8/12/2022	8/26/2022
9.1 (Fall)	08/13/22-08/26/22	8/23/2022	8/26/2022	9/9/2022

NOTEWORTHY DATES:

May 28 - 31, 2022 - Memorial Day Holiday - No classes

June 8, 2022 - Last day to drop 8 and 9 week classes, tuition payment is due (late fees begin June 9)

July 4, 2022 - Independence Day Holiday - No classes

Questions, comments and concerns can be addressed through the Human Resources office:

Room 1025 on the Lakewood Campus

Ruya.Barnhart@rrcc.edu ☀ 303.914.6569

To modify dates on 'payroll period' for future semesters:
change date in first and second part of formula in B:14,15
(yyyy, m, d) - copy and paste through calendar