

**RED ROCKS COMMUNITY COLLEGE  
 SPRING 2011 PAYROLL SCHEDULE  
 NON-STUDENT HOURLY AND STUDENT HOURLY  
 BI-WEEKLY PAID EMPLOYEES  
 JANUARY 1, 2011 - MAY 6, 2011**

**HR paperwork must be completed BEFORE beginning work.**

**e-Timesheets must be approved and submitted by supervisor BEFORE the due date/time.  
 Hours worked must be entered during period worked and cannot be submitted online  
 after due date.**

**NO EXCEPTIONS!**

Schedule Number	If you plan to work in Payroll Period	Your Hire Papers & any changes are Due to HR	Your e-Timesheet must be approved online by your supervisor by	You will be paid on Pay Day
012	JAN 1 - JAN 14	FRI, DEC 17	FRI, JAN 14 @ 5 PM	FRI, JAN 28
021	JAN 15 - JAN 28	FRI, JAN 7	FRI, JAN 28 @ 5 PM	FRI, FEB 11
022	JAN 29 - FEB 11	FRI, JAN 21	FRI, FEB 11 @ 5 PM	FRI, FEB 25
031	FEB 12 - FEB 25	FRI, FEB 4	FRI, FEB 25 @ 5 PM	FRI, MAR 11
032	FEB 26 - MAR 11	FRI, FEB 18	FRI, MAR 11 @ 5 PM	FRI, MAR 25
041	MAR 12 - MAR 25	FRI, MAR 4	FRI, MAR 25 @ 5 PM	FRI, APR 8
042	MAR 26 - APR 8	FRI, MAR 18	FRI, APR 8 @ 5 PM	FRI, APR 22
051	APR 9 - APR 22	FRI, APR 1	FRI, APR 22 @ 5 PM	FRI, MAY 6
052	APR 23 - MAY 6	FRI, APR 15	FRI, MAY 6 @ 5 PM	FRI, MAY 20

**NOTE! JUNE 3RD IS THE LAST PAY OF 2010-2011 FISCAL YEAR. NEXT PAY: FRI, JUL 1, 2011**