

**RED ROCKS COMMUNITY COLLEGE
FALL 2011 PAYROLL SCHEDULE
HOURLY, BIWEEKLY-PAID EMPLOYEES
AUG 13, 2011 - DECEMBER 30, 2011**

***** PLEASE NOTE UPDATES BELOW *****

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!

Payroll 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
082	JUL 30 - AUG 12	FRI, JUL 22	FRI, AUG 12 @ 5 PM	FRI, AUG 26
091	AUG 13 - AUG 26	FRI, AUG 5	FRI, AUG 26 @ NOON *	FRI, SEP 9
092	AUG 27 - SEP 9	FRI, AUG 19	FRI, SEP 9 @ 5 PM	FRI, SEP 23
101	SEP 10 - SEP 23	FRI, SEP 2	FRI, SEP 23 @ 5 PM	FRI, OCT 7
102	SEP 24 - OCT 7	FRI, SEP 16	FRI, OCT 7 @ 5 PM	FRI, OCT 21
111	OCT 8 - OCT 21	FRI, SEP 30	FRI, OCT 21 @ 5 PM	FRI, NOV 4
112	OCT 22 - NOV 4	FRI, OCT 14	FRI, NOV 4 @ 5 PM	FRI, NOV 18
121	NOV 5 - NOV 18	FRI, OCT 28	FRI, NOV 18 @ NOON *	FRI, DEC 2
122	NOV 19 - DEC 2	FRI, NOV 11	FRI, DEC 2 @ 5 PM	FRI, DEC 16
123	DEC 3 - DEC 16	FRI, NOV 25	FRI, DEC 16 @ NOON *	FRI, DEC 30
011	DEC 17 - DEC 30	TUE, NOV 29	FRI, DEC 23 @ 5 PM *	FRI, JAN 13

*** DENOTES CHANGE IN REGULAR SCHEDULE**

#123: TIMESHEETS MUST BE SUBMITTED BY NOON ON 12/16 - NO EXCEPTIONS

#011: MUST NOTIFY PAYROLL BEFORE WORKING FROM DEC 24 TO 30

FALL 2011 HRLY BIWEEKLY