

**RED ROCKS COMMUNITY COLLEGE
 SPRING 2012 PAYROLL SCHEDULE
 HOURLY, BIWEEKLY-PAID EMPLOYEES
 DECEMBER 31, 2011 - MAY 18, 2012**

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.

If no e-timesheet is available, submit a signed/approved paper timesheet (located online <http://www.rccc.edu/hr/forms.htm>). Your supervisor MUST submit it to the Business Services metal drop box by due date/time.

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
012	DEC 31 - JAN 13	MON, JAN 9	FRI, JAN 13 @ 5 PM	FRI, JAN 27
021	JAN 14 - JAN 27	MON, JAN 23	FRI, JAN 27 @ 5 PM	FRI, FEB 10
022	JAN 28 - FEB 10	MON, FEB 6	FRI, FEB 10 @ 5 PM	FRI, FEB 24
031	FEB 11 - FEB 24	MON, FEB 20	FRI, FEB 24 @ 5 PM	FRI, MAR 9
032	FEB 25 - MAR 9	MON, MAR 5	FRI, MAR 9 @ 5 PM	FRI, MAR 23
041	MAR 10 - MAR 23	MON, MAR 19	FRI, MAR 23 @ 5 PM	FRI, APR 6
042	MAR 24 - APR 6	MON, APR 2	FRI, APR 6 @ 5 PM	FRI, APR 20
051	APR 7 - APR 20	MON, APR 16	FRI, APR 20 @ 5 PM	FRI, MAY 4
052	APR 21 - MAY 4	MON, APR 30	FRI, MAY 4 @ 5 PM	FRI, MAY 18
061	MAY 5 - MAY 18	FRI, MAY 11	FRI, MAY 18 @ NOON	FRI, JUN 1

*** DENOTES CHANGE IN REGULAR SCHEDULE**

CHECK WEBSITE FOR ANY SCHEDULE UPDATES!