

**RED ROCKS COMMUNITY COLLEGE
SUMMER 2014 PAYROLL SCHEDULE
HOURLY, BIWEEKLY-PAID EMPLOYEES
MAY 17, 2014 – AUGUST 08, 2014**

Employees: E-Timesheets must be entered on a daily basis and submitted for approval on the employee's last working day for the 2-week period. Lock-out of the system is at 11:59 p.m. the last day of the period.

Supervisors: Review and take action on timesheets (approve or return for correction) and address all outstanding issues no later than Monday by 10 a.m. or you risk delaying your employee's timely payment.

If paper timesheets are submitted, an explanation for why the e-timesheet was not available or used must be noted on the document. HR will then address any problems with the system set-up if needed.

Note: Paper time sheets must be brought to HR by the supervisor and not employee. Late timesheets may result in delayed payment.

Payroll Schedule #	If you work in Payroll Period	HR Documents (new hire, rehire, and changes) are due	Your e-Timesheet must be submitted for approval by end of day	You will be paid on Pay Day
61	MAY 17 - MAY 30	FRI, MAY 23	MAY 30, 2014	FRI, JUNE 13
62	MAY 31 - JUNE 13	MON, JUNE 09	JUNE 13, 2014	FRI, JUNE 27
71	JUNE 14 – JUNE 27	MON, JUNE 23	JUNE 27, 2014	FRI, JULY 11
72	JUNE 28 – JULY 11	MON, JULY 07	JULY 11, 2014	FRI, JULY 25
81	JULY 12 – JULY 25	MON, JULY 21	JULY 25, 2014	FRI, AUG 08
82	JULY 26 – AUG 08	MON, AUG 04	AUG 08, 2014	FRI, AUG 22

DENOTES CHANGE IN REGULAR SCHEDULE

CAMPUS WILL BE CLOSED:

FRIDAY, JULY 4th – SUNDAY, JULY 6th – INDEPENDENCE DAY WEEKEND

Any employees working while campus is closed need preapproval from their supervisor and Human Resources

If you have any questions, please contact Peggy Solomon.303.914.6300 or peggy.solomon@rrcc.edu