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RED ROCKS COMMUNITY COLLEGE
FALL 2014 PAYROLL SCHEDULE
HOURLY, BIWEEKLY-PAID EMPLOYEES
AUGUST 09, 2014 – DECEMBER 26, 2014

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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
91	AUG 9 – AUG 22	MON AUG 18	AUG 22, 2014	FRI, SEPT 05
92	AUG 23 – SEPT 5	FRI AUG 29	SEPT 5, 2014	FRI, SEPT 19
101	SEPT 6 – SEPT 19	MON, SEPT 15	SEPT 19, 2014	FRI, OCT 03
102	SEPT 20 – OCT 03	MON, SEPT 29	OCT O3, 2014	FRI, OCT 17
103	OCT 04 – OCT 17	MON, OCT 13	OCT 17, 2014	FRI, OCT 31
111	OCT 18 – OCT 31	MON, OCT 27	OCT 31, 2014	FRI, NOV 14
112	NOV 01 – NOV 14	MON, NOV 10	NOV 14, 2014	FRI, NOV 28
121	NOV 15 – NOV 28	MON, NOV 24	NOV 28, 2014	FRI, DEC 12
122	NOV 29 – DEC 12	MON, DEC 01	DEC 12, 2014	FRI, DEC 26
11	DEC 13 – DEC 26	FRI, DEC 19	DEC 26, 2014	FRI, JAN 09

DENOTES CHANGE IN REGULAR SCHEDULE

Both CAMPUSES WILL BE CLOSED:
SATURDAY, AUG 30 – MONDAY, SEPT 1, 2014 FOR LABOR DAY HOLIDAY
AND
THURSDAY, NOV 27, 2014 FOR THANKSGIVING HOLIDAY

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