

RED ROCKS COMMUNITY COLLEGE  
 FALL 2016 BIWEEKLY PAYROLL SCHEDULE  
 STUDENT, VARIABLE HOUR AND ADJUNCT EMPLOYEES  
 AUGUST 6 - DECEMBER 23 2016

**Employees:** Electronic timesheets must be entered on a daily basis and submitted for approval on the employee's last working day of the biweekly pay period. System lock-out occurs at 11:59 of the final Friday of each pay period.

**Supervisors:** Review and act on timesheets no later than 10:00 a.m. on the Monday following the end of the biweekly pay period to allow time for correction and resubmission, if necessary.

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
9.1	08/06/16-08/19/16	8/15/2016	8/19/2016	9/2/2016
9.2	08/20/16-09/02/16	8/29/2016	9/2/2016	9/16/2016
9.3	09/03/16-09/16/16	9/12/2016	9/16/2016	9/30/2016
10.1	09/17/16-09/30/16	9/26/2016	9/30/2016	10/14/2016
10.2	10/01/16-10/14/16	10/10/2016	10/14/2016	10/28/2016
11.1	10/15/16-10/28/16	10/24/2016	10/28/2016	11/11/2016
11.2	10/29/16-11/11/16	11/7/2016	11/11/2016	11/25/2016
12.1	11/12/16-11/25/16	11/21/2016	11/25/2016	12/9/2016
12.2	11/26/16-12/09/16	12/5/2016	12/9/2016	12/23/2016
1.1	12/10/16-12/23/16	12/19/2016	12/23/2016	1/6/2017

**Bolded date indicates a change to the regular schedule**

**NOTEWORTHY DATES:**

- September 3 - 5 - Labor Day Weekend - Both Campuses Closed
- October 18 - All College Development Day - No Classes
- November 21 - 27 - Fall break
- November 24 Thanksgiving Holiday - Both Campuses Closed
- December 24 - January 3 - Winter Break - Both Campuses Closed

**\*Any work during campus closures requires pre-approval from the Human Resources Office.\***

Questions, comments and concerns can be addressed through the Human Resources office:  
 Room 1025 on the Lakewood Campus  
 Bob.Miller@rrcc.edu or 303.914.6300