

RED ROCKS COMMUNITY COLLEGE  
 SPRING 2017 BIWEEKLY PAYROLL SCHEDULE  
 STUDENT, VARIABLE HOUR AND ADJUNCT INSTRUCTORS  
 DECEMBER 24 2016 - MAY 12 2017

**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
1.1	12/24/16-01/06/17	1/2/2017	1/6/2017	1/20/2017
1.2	01/07/17-01/20/17	1/16/2017	1/20/2017	2/3/2017
2.1	01/21/17-02/03/17	1/30/2017	2/3/2017	2/17/2017
2.2	02/04/17-02/17/17	2/13/2017	2/17/2017	3/3/2017
3.1	02/18/17-03/03/17	2/27/2017	3/3/2017	3/17/2017
3.2	03/04/17-03/17/17	3/13/2017	3/17/2017	3/31/2017
3.3	03/18/17-03/31/17	3/27/2017	3/31/2017	4/14/2017
4.1	04/01/17-04/14/17	4/10/2017	4/14/2017	4/28/2017
4.2	04/15/17-04/28/17	4/24/2017	4/28/2017	5/12/2017
5.1	04/29/17-05/12/17	5/8/2017	5/12/2017	5/26/2017

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

**NOTEWORTHY DATES:**

Decmeber 24 - January 2 - Winter Break - Both Campuses Closed

March 27 - April 2 - Spring Break - No Classes

April 15 - 16 - Easter Holiday - Both Campuses Closed

April 18 - Development Day - No Classes

**\*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@rccc.edu or 303.914.6300

To modify dates on 'payroll period' for future semesters:  
change date in first and second part of formula in B:14,15  
(yyyy, m, d)