

RED ROCKS COMMUNITY COLLEGE
 FALL 2017 BIWEEKLY PAYROLL SCHEDULE
 STUDENT, VARIABLE HOUR AND ADJUNCT INSTRUCTORS
 AUGUST 5 2017 - DECEMBER 22 2017

Employees: Electronic timesheets must be entered after each shift 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	08/05/17-08/18/17	7/31/2017	8/18/2017	9/1/2017
9.2	08/19/17-09/01/17	8/14/2017	9/1/2017	9/15/2017
9.3	09/02/17-09/15/17	8/28/2017	9/15/2017	9/29/2017
10.1	09/16/17-09/29/17	9/11/2017	9/29/2017	10/13/2017
10.2	09/30/17-10/13/17	9/25/2017	10/13/2017	10/27/2017
11.1	10/14/17-10/27/17	10/9/2017	10/27/2017	11/10/2017
11.2	10/28/17-11/10/17	10/23/2017	11/10/2017	11/24/2017
12.1	11/11/17-11/24/17	11/6/2017	11/24/2017	12/8/2017
12.2	11/25/17-12/08/17	11/20/2017	12/8/2017	12/22/2017
1.1	12/09/17-12/22/17	12/4/2017	12/22/2017	1/5/2018

NOTEWORTHY DATES:

All renewal/work-study documents for continuing student employees should be received in HR by July 31
 September 2 - 4 - Labor Day Holiday - Both Campuses Closed
 September 6 - Last day to drop 15 week classes, tuition payment is due (late fees begin 09.07.17)
 October 17 - All-college Development day - No Classes
 November 23 - Thanksgiving Holiday - 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