RED ROCKS COMMUNITY COLLEGE
SUMMER 2015 PAYROLL SCHEDULE
HOURLY, BIWEEKLY-PAID EMPLOYEES
MAY 16, 2015 – AUGUST 7, 2015

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 16 – MAY 29	MON, MAY 25	MAY 29, 2015	FRI, JUNE 12
62	MAY 30 – JUNE 12	MON, JUNE 8	JUNE 12, 2015	FRI, JUNE 26
71	JUNE 13 – JUNE 26	MON, JUNE 22	JUNE 26, 2015	FRI, JULY 10
72	JUNE 27 – JULY 10	MON, JULY 6	JULY 10, 2015	FRI, JULY 24
81	JULY 11 – JULY 24	MON, JULY 20	JULY 24, 2015	FRI, AUG 7
82	JULY 25 – AUG 7	MON, AUG 3	AUG 7, 2015	FRI, AUG 21

BOTH CAMPUSES WILL BE CLOSED:
July 3rd and 4th for Independence Day weekend
Any employee working while campus is closed needs preapproval from their supervisor and Human Resources
Summer Semester Dates: June 1, 2015 – August 2, 2015

If you have any questions, please contact Human Resources, 303.914.6300