

**RED ROCKS COMMUNITY COLLEGE
 SPRING 2016 PAYROLL SCHEDULE
 HOURLY, BIWEEKLY-PAID EMPLOYEES
 DECEMBER 25, 2015 – MAY 13, 2016**

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
12	DEC 26 – JAN 8	MON, JAN 4	JAN 8, 2016	FRI, JAN 22
21	JAN 9 – JAN 22	MON, JAN 18	JAN 22, 2016	FRI, FEB 5
22	JAN 23 – FEB 5	MON, FEB 1	FEB 5, 2016	FRI, FEB 19
31	FEB 6 – FEB 19	MON, FEB 15	FEB 19, 2016	FRI, MARCH 4
32	FEB 20 – MARCH 4	MON, FEB 29	MARCH 4, 2016	FRI, MARCH 18
41	MAR 5 – MAR 18	MON, MARCH 14	MARCH 18, 2016	FRI, APRIL 1
42	MAR 19 – APRIL 1	MON, MARCH 28	APRIL 1, 2016	FRI, APRIL 15
43	APRIL 2 – APRIL 15	MON, APRIL 11	APRIL 15, 2016	FRI, APRIL 29
51	APR 16 – APR 29	MON, APRIL 25	APRIL 29, 2016	FRI, MAY 13
52	APRIL 30 - MAY 13	MON, MAY 9	MAY 13, 2016	FRI, MAY 27

CAMPUSES WILL BE CLOSED:

DECEMBER 25, 2015 – JANUARY 3, 2016

SATURDAY, MARCH 26 & SUNDAY, MARCH 27 FOR EASTER WEEKEND

Any employees working while campus is closed need preapproval from their supervisor and Human Resources

Spring Semester Dates: January 18, 2016 – May 10, 2016

Spring Break (no classes) from March 21 – March 25, 2016

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