

**RED ROCKS COMMUNITY COLLEGE
SUMMER 2016 PAYROLL SCHEDULE
HOURLY, BIWEEKLY-PAID EMPLOYEES
MAY 14, 2016 – AUGUST 19, 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
5.2	APRIL 30 - MAY 13	MON, MAY 9	MAY 13, 2016	FRI, MAY 27
6.1	MAY 15 - MAY 27	MON, MAY 23	MAY 27, 2016	FRI, JUN 10
6.2	MAY 28 – JUN 10	MON, JUN 6	JUNE 10, 2016	FRI, JUN 24
7.1	JUN 11– JUN 24	MON, JUN 20	JUNE 24, 2016	FRI, JUL 8
7.2	JUN 25 – JUL 8	MON, JUL 4	JULY 8, 2016	FRI, JUL 18
8.1	JUL 9 – JUL 18	MON, JUL 18	JULY 18, 2016	FRI, AUG 5
8.2	JUL 19 – AUG 5	MON, AUG 1	AUGUST 5, 2016	FRI, AUG 19
9.1	AUG 6 – AUG 19	MON, AUG 15	AUGUST 19, 2016	FRI, SEP 2

CAMPUSES WILL BE CLOSED:

July 2nd, 2016 – July 4th, 2016 for Independence Day Weekend

Any employees working while campus is closed need preapproval from their supervisor and Human Resources
Summer Semester Dates: June 1, 2016 – August 3, 2016

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