

**RED ROCKS COMMUNITY COLLEGE
FALL 2015 PAYROLL SCHEDULE
HOURLY, BIWEEKLY-PAID EMPLOYEES
AUGUST 8, 2015 – DECEMBER 25, 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
9-1	AUG 8 – AUG 21	MON, AUG 17	AUG 21, 2015	FRI, SEPT 4
9-2	AUG 22 – SEPT 4	MON, AUG 31	SEPT 4, 2015	FRI, SEPT 18
10-1	SEPT 5 - SEPT 18	MON, SEPT 15	SEPT 18, 2015	FRI, OCT 2
10-2	SEPT 19 – OCT 2	MON, SEPT 28	OCT 2, 2015	FRI, OCT 16
10-3	OCT 3 – OCT 16	MON, OCT 13	OCT 16, 2015	FRI, OCT 30
11-1	OCT 17 – OCT 30	MON, OCT 26	OCT 30, 2015	FRI, NOV 13
11-2	OCT 31 – NOV 13	MON, NOV 9	NOV 13, 2015	FRI, NOV 27
12-1	NOV 14 – NOV 27	MON, NOV 23	NOV 27, 2015	FRI, DEC 11
12-2	NOV 29 – DEC 11	MON, DEC 7	DEC 11, 2015	THU, DEC 24
1-1	DEC 12 - DEC 24	FRI, DEC 18	DEC 24, 2015	FRI, JAN 8

DENOTES CHANGE IN REGULAR SCHEDULE

Both CAMPUSES WILL BE CLOSED:
 SEPTEMBER 5, 2015 – SEPTEMBER 7, 2015 - LABOR DAY WEEKEND
 NOVEMBER 23, 2015 - NOVEMBER 29, 2015 - FALL BREAK
 DECEMBER 25, 2015 - JANUARY 4, 2016 - WINTER BREAK

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

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