

RED ROCKS COMMUNITY COLLEGE
SUMMER 2022 BIWEEKLY PAYROLL SCHEDULE
STUDENT AND VARIABLE HOUR EMPLOYEES
MAY 6th, 2023 - AUGUST 25th, 2023

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.

Work-Study Employees: If you will not be continuing academically with RRCC in the Fall Semester 2023, your final day of work-study employment is May 10, 2023. All continuing students may work through 05.20.23.

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
6.1 (Spring)	05/06/23-05/19/23	5/16/2023	5/19/2023	6/2/2023
6.2	05/20/23-06/02/23	5/30/2023	6/2/2023	6/16/2023
7.1	06/03/23-06/16/23	6/13/2023	6/16/2023	6/30/2023
7.2	06/17/23-06/30/23	6/27/2023	6/30/2023	7/14/2023
7.3	07/01/23-07/14/23	7/11/2023	7/14/2023	7/28/2023
8.1	07/15/23-07/28/23	7/25/2023	7/28/2023	8/11/2023
8.2 (Fall)	07/29/23-08/11/23	8/8/2023	8/11/2023	8/25/2023
9.1 (Fall)	08/12/23-08/25/23	8/22/2023	8/25/2023	9/8/2023

NOTEWORTHY DATES:

May 27 - 30, 2023 - Memorial Day Holiday - No Classes

June 8, 2023 - Last day to drop 8 and 9 week classes, tuition payment is due (late fees begin June 9)

June

19th, 2023 -No Classes

July 4, 2023 - Independence Day Holiday - No Classes

Questions, comments and concerns can be addressed through the Human Resources office:

Room 1025 on the Lakewood Campus

Ruya.Barnhart@rrcc.edu ☎ 303.914.6569

Highlighted please make sure to doublecheck dates.

To modify dates on 'payroll period' for future semesters:
change date in first and second part of formula in B:14,15
(yyyy, m, d) - copy and paste through calendar