

RED ROCKS COMMUNITY COLLEGE - SPRING 2019 BIWEEKLY PAYROLL SCHEDULE  
For adjunct instructors and other exempt level employees  
DECEMBER 22 2018 - MAY 24 2019

**Instructors:** Payments for your courses are distributed in even increments over the teaching period.  
To determine your first anticipated payment, find the payroll period into which the first class date occurs. This is the payroll period during which your workload summary will be processed. Follow that row to the 'Pay Day' column to see when you will likely receive your first payment.  
Payments for **Most** spring semester courses will begin February 15.

Payroll Number	Payroll Period	HR Documents are Due	Pay Day
1.1 (Fall)	12/08/18-12/21/18	12/17/2018	1/4/2019
1.2	12/22/18-01/04/19	12/31/2018	1/18/2019
2.1	01/05/19-01/18/19	1/14/2019	2/1/2019
2.2	01/19/19-02/01/19	1/28/2019	2/15/2019
3.1	02/02/19-02/15/19	2/11/2019	3/1/2019
3.2	02/16/19-03/01/19	2/25/2019	3/15/2019
3.3	03/02/19-03/15/19	3/11/2019	3/29/2019
4.1	03/16/19-03/29/19	3/25/2019	4/12/2019
4.2	03/30/19-04/12/19	4/8/2019	4/26/2019
5.1	04/13/19-04/26/19	4/22/2019	5/10/2019
5.2	04/27/19-05/10/19	5/6/2019	5/24/2019
6.1	05/11/19-05/24/19	5/20/2019	6/7/2019

**NOTEWORTHY DATES:**

January 22 - Martin Luther King Jr. Holiday - Both Campuses Closed  
March 25 - 31 - Spring Break - No Classes  
April 16 - All-college Development day - No Classes

\*Any work during campus closures requires pre-approval from the Human Resources Office.\*

Questions, comments and concerns can be addressed through the Human Resources office:  
Room 1025 on the Lakewood Campus  
Bob.Miller@rrcc.edu or 303.914.6300