

RED ROCKS COMMUNITY COLLEGE - SUMMER 2019 BIWEEKLY PAYROLL SCHEDULE
For adjunct instructors and other exempt level employees
May 11 - August 30

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 June 21.

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
6.1 (Spring)	05/11/19-05/24/19	5/20/2019	5/24/2019	6/7/2019
6.2	05/25/19-06/07/19	6/3/2019	6/7/2019	6/21/2019
7.1	06/08/19-06/21/19	6/17/2019	6/21/2019	7/5/2019
7.2	06/22/19-07/05/19	7/1/2019	7/5/2019	7/19/2019
8.1	07/06/19-07/19/19	7/15/2019	7/19/2019	8/2/2019
8.2	07/20/19-08/02/19	7/29/2019	8/2/2019	8/16/2019
8.3 (Fall)	08/03/19-08/16/19	8/12/2019	8/16/2019	8/30/2019
9.1 (Fall)	08/17/19-08/30/19	8/26/2019	8/30/2019	9/13/2019

NOTEWORTHY DATES:

May 25 - 27, 2019 - Memorial Day Holiday - No classes, both campuses closed
June 2, 2019 - Last day to drop 8 and 9 week classes, tuition payment is due (late fees begin June 3)
July 4, 2019 - Independence Day Holiday - No classes, Both Campuses Closed

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 ☎ 303.914.6300