

RED ROCKS COMMUNITY COLLEGE - SUMMER 2020 BIWEEKLY PAYROLL SCHEDULE  
 For adjunct instructors and other exempt level employees  
 May 9 - August 28

**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 summer semester courses will begin June 19.**

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
6.1 (Spring)	05/09/20-05/22/20	5/18/2020	5/22/2020	6/5/2020
6.2	05/23/20-06/05/20	6/1/2020	6/5/2020	6/19/2020
7.1	06/06/20-06/19/20	6/15/2020	6/19/2020	7/3/2020
7.2	06/20/20-07/03/20	6/29/2020	7/3/2020	7/17/2020
7.3	07/04/20-07/17/20	7/13/2020	7/17/2020	7/31/2020
8.1	07/18/20-07/31/20	7/27/2020	7/31/2020	8/14/2020
8.2 (Fall)	08/01/20-08/14/20	8/10/2020	8/14/2020	8/28/2020
9.1 (Fall)	08/15/20-08/28/20	8/24/2020	8/28/2020	9/11/2020

**NOTEWORTHY DATES:**

May 23 - 25, 2020 - Memorial Day Holiday - No classes  
 June 9, 2020 - Last day to drop 8 and 9 week classes, tuition payment is due (late fees begin June 3)  
 July 3, 2020 - Independence Day Holiday - No classes

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

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