

RED ROCKS COMMUNITY COLLEGE - FALL 2018 BIWEEKLY PAYROLL SCHEDULE  
 For student and variable hour employees with electronic timesheets  
 AUGUST 4 2018 - DECEMBER 21 2018

**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 Spring Semester 2019, your final day of work-study employment is December 11, 2018. All continuing employees may work through 12.21.18.

Payroll Number	Payroll Period	HR Documents are Due	Timesheet Submission Date	Pay Day
8.2 (Summer)	07/21/18-08/03/18	7/30/2018	8/3/2018	8/17/2018
8.3	08/04/18-08/17/18	8/13/2018	8/17/2018	8/31/2018
9.1	08/18/18-08/31/18	8/27/2018	8/31/2018	9/14/2018
9.2	09/01/18-09/14/18	9/10/2018	9/14/2018	9/28/2018
10.1	09/15/18-09/28/18	9/24/2018	9/28/2018	10/12/2018
10.2	09/29/18-10/12/18	10/8/2018	10/12/2018	10/26/2018
11.1	10/13/18-10/26/18	10/22/2018	10/26/2018	11/9/2018
11.2	10/27/18-11/09/18	11/5/2018	11/9/2018	11/23/2018
12.1	11/10/18-11/23/18	11/19/2018	11/23/2018	12/7/2018
12.2	11/24/18-12/07/18	12/3/2018	12/7/2018	12/21/2018
1.1	12/08/18-12/21/18	12/17/2018	12/21/2018	1/4/2019

**NOTEWORTHY DATES:**

September 1 through 3 - Labor Day Holiday - Both Campuses Closed

October 16 - All-college Development day - No Classes

November 22 - Thanksgiving Holiday - Both Campuses Closed

December 25 - January 1 - Winter Holiday - 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 or 303.914.6300