

RED ROCKS COMMUNITY COLLEGE  
 FALL 2020 BIWEEKLY PAYROLL SCHEDULE - STUDENT AND VARIABLE HOUR EMPLOYEES  
 AUGUST 1, 2020 - JANUARY 1, 2021

**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 2021, your final day of work-study employment is 12.08.2020. All continuing students may work through 12.18.2020.

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
8.2	08/01/20-08/14/20	8/10/2020	8/14/2020	8/28/2020
9.1	08/15/20-08/28/20	8/24/2020	8/28/2020	9/11/2020
9.2	08/29/20-09/11/20	9/7/2020	9/11/2020	9/25/2020
10.1	09/12/20-09/25/20	9/21/2020	9/25/2020	10/9/2020
10.2	09/26/20-10/09/20	10/5/2020	10/9/2020	10/23/2020
11.1	10/10/20-10/23/20	10/19/2020	10/23/2020	11/6/2020
11.2	10/24/20-11/06/20	11/2/2020	11/6/2020	11/20/2020
12.1	11/07/20-11/20/20	11/16/2020	11/20/2020	12/4/2020
12.2	11/21/20-12/04/20	11/30/2020	12/4/2020	12/18/2020
12.3 (Fall)	12/05/20-12/18/20	12/14/2020	12/18/2020	12/31/2020
1.1 (Spring)	12/19/20-01/01/21	12/28/2020	12/31/2020	1/15/2021

**NOTEWORTHY DATES:**

September 5-7, 2020 - Labor Day Holiday - Both Campuses Closed

September 2, 2020 - Last day to drop 15 week classes, tuition payment is due (late fees begin September 3)

November 23-29, 2020 - Thanksgiving Holiday - No classes

December 25, 2020 - January 1, 2021 - Winter Break - Both Campuses Closed

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

Room 1025 on the Lakewood Campus

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