

RED ROCKS COMMUNITY COLLEGE
 FALL 2021 BIWEEKLY PAYROLL SCHEDULE
 STUDENT AND VARIABLE HOUR EMPLOYEES
 July 31, 2021 - December 31, 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 Fall Semester 2021, your final day of work-study employment is December 14, 2021. All continuing students may work through December 23, 2021.

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
8.2 (Fall)	07/31/21-08/13/21	8/9/2021	8/13/2021	8/27/2021
9.1	08/14/21-08/27/21	8/23/2021	8/27/2021	9/10/2021
9.2	08/28/21-09/10/21	9/6/2021	9/10/2021	9/24/2021
10.1	09/11/21-09/24/21	9/20/2021	9/24/2021	10/8/2021
10.2	09/25/21-10/08/21	10/4/2021	10/8/2021	10/22/2021
11.1	10/09/21-10/22/21	10/18/2021	10/22/2021	11/5/2021
11.2	10/23/21-11/05/21	11/1/2021	11/5/2021	11/19/2021
12.1	11/06/21-11/19/21	11/15/2021	11/19/2021	12/3/2021
12.2	11/20/21-12/03/21	11/29/2021	12/3/2021	12/17/2021
12.3 (Fall)	12/04/21-12/17/21	12/13/2021	12/17/2021	12/31/2021
1.1 (Spring)	12/18/21-12/31/21	12/27/2021	12/31/2021	1/14/2022

NOTEWORTHY DATES:

September 4-6, 2021 - Labor Day Holiday - No classes
 September 8, 2021 - Last day to drop 15 week classes, tuition payment is due (late fees begin September 9)
 October 19, 2021 - All College Development Day - No classes
 November 22-28, 2021 - Fall break - No classes (November 25, 2021 - Thanksgiving Holiday - both campuses closed)

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