

RED ROCKS COMMUNITY COLLEGE
 SPRING 2018 BIWEEKLY PAYROLL SCHEDULE
 STUDENT, VARIABLE HOUR AND ADJUNCT INSTRUCTORS
 JANUARY 1, 2018 - MAY 11, 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.

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
1.2	12/23/17-01/05/18	1/1/2018	1/5/2018	1/19/2018
2.1	01/06/18-01/19/18	1/15/2018	1/19/2018	2/2/2018
2.25	01/20/18-02/02/18	1/29/2018	2/2/2018	2/16/2018
3.1	02/03/18-02/16/18	2/12/2018	2/16/2018	3/2/2018
3.2	02/17/18-03/02/18	2/26/2018	3/2/2018	3/16/2018
3.3	03/03/18-03/16/18	3/12/2018	3/16/2018	3/30/2018
4.1	03/17/18-03/30/18	3/26/2018	3/30/2018	4/13/2018
4.2	03/31/18-04/13/18	4/9/2018	4/13/2018	4/27/2018
5.1	04/14/18-04/27/18	4/23/2018	4/27/2018	5/11/2018
5.2	04/28/18-05/11/18	5/7/2018	5/11/2018	5/25/2018
6.1	05/12/18-05/25/18	5/21/2018	5/25/2018	6/8/2018

NOTEWORTHY DATES:

January 15, 2018 - Martin Luther King Jr. Holiday - No Classes

March 31 - March 30, 2018 -Spring Break - No Classes

January 31, 2018 - Last day to drop 15 week classes, tuition payment is due (late fees begin February 1)

April 17, 2018 - All-College Development Day - 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