RED ROCKS COMMUNITY COLLEGE - SPRING 2020 BIWEEKLY PAYROLL SCHEDULE
For student and variable hour employees with electronic timesheets
DECEMBER 07 2019 - MAY 22 2020

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 pm of the final Friday of each pay period, but supervisors may request that you submit your timesheet before then.

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 2020, your final day of work-study employment is May 12, 2020. All continuing students may work through 05.22.20.

Payroll Number	Payroll Period	HR Documents are Due	Timesheet Submission Date	Pay Day
1.1 (Fall)	12/07/19-12/20/19	12/16/2019	12/18/2019	1/3/2020
1.2	12/21/19-01/03/20	12/30/2019	1/3/2020	1/17/2020
1.3	01/04/20-01/17/20	1/13/2020	1/17/2020	1/31/2020
2.1	01/18/20-01/31/20	1/27/2020	1/31/2020	2/14/2020
2.2	02/01/20-02/14/20	2/10/2020	2/14/2020	2/28/2020
3.1	02/15/20-02/28/20	2/24/2020	2/28/2020	3/13/2020
3.2	02/29/20-03/13/20	3/9/2020	3/13/2020	3/27/2020
4.1	03/14/20-03/27/20	3/23/2020	3/27/2020	4/10/2020
4.2	03/28/20-04/10/20	4/6/2020	4/10/2020	4/24/2020
5.1	04/11/20-04/24/20	4/20/2020	4/24/2020	5/8/2020
5.2	04/25/20-05/08/20	5/4/2020	5/8/2020	5/22/2020
6.1	05/09/20-05/22/20	5/18/2020	5/22/2020	6/5/2020

NOTEWORTHY DATES:
January 20 - Martin Luther King Jr. Holiday - No Classes

March 23 - 29 - Spring Break - No Classes

April 21 - All-college Development day - No Classes

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

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)