

RED ROCKS COMMUNITY COLLEGE
 SUMMER 2018 BIWEEKLY PAYROLL SCHEDULE
 STUDENT, VARIABLE HOUR AND ADJUNCT INSTRUCTORS
 MAY 12, 2018 - AUGUST 17, 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
6.1 (Spring)	05/12/18-05/25/18	5/21/2018	5/25/2018	6/8/2018
6.2	05/26/18-06/08/18	6/4/2018	6/8/2018	6/22/2018
7.1	06/09/18-06/22/18	6/18/2018	6/22/2018	7/6/2018
7.2	06/23/18-07/06/18	7/2/2018	7/6/2018	7/20/2018
8.1	07/07/18-07/20/18	7/16/2018	7/20/2018	8/3/2018
8.2	07/21/18-08/03/18	7/30/2018	8/3/2018	8/17/2018
8.3 (Fall)	08/04/18-08/17/18	8/13/2018	8/17/2018	8/31/2018
9.1 (Fall)	08/18/18-08/31/18	8/27/2018	8/31/2018	9/14/2018

NOTEWORTHY DATES:

May 26 - 28, 2018 - Memorial Day Holiday - No classes, both campuses closed
 June 12, 2018 - Last day to drop 8 and 9 week classes, tuition payment is due (late fees begin June 13)
 July 4, 2018 - Independence Day Holiday - No classes, 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 ☎ 303.914.6300