

RED ROCKS COMMUNITY COLLEGE
 SUMMER 2019 BIWEEKLY PAYROLL SCHEDULE
 STUDENT, VARIABLE HOUR AND ADJUNCT INSTRUCTORS
 MAY 11, 2019 - AUGUST 30, 2019

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 2019, your final day of work-study employment is May 14, 2019. All continuing students may work through 05.24.19.

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
6.1 (Spring)	05/11/19-05/24/19	5/20/2019	5/24/2019	6/7/2019
6.2	05/25/19-06/07/19	6/3/2019	6/7/2019	6/21/2019
7.1	06/08/19-06/21/19	6/17/2019	6/21/2019	7/5/2019
7.2	06/22/19-07/05/19	7/1/2019	7/5/2019	7/19/2019
8.1	07/06/19-07/19/19	7/15/2019	7/19/2019	8/2/2019
8.2	07/20/19-08/02/19	7/29/2019	8/2/2019	8/16/2019
8.3 (Fall)	08/03/19-08/16/19	8/12/2019	8/16/2019	8/30/2019
9.1 (Fall)	08/17/19-08/30/19	8/26/2019	8/30/2019	9/13/2019

NOTEWORTHY DATES:

May 25 - 27, 2019 - Memorial Day Holiday - No classes, both campuses closed
 June 2, 2019 - Last day to drop 8 and 9 week classes, tuition payment is due (late fees begin June 3)
 July 4, 2019 - 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