

RED ROCKS COMMUNITY COLLEGE
 SUMMER 2020 BIWEEKLY PAYROLL SCHEDULE
 STUDENT AND VARIABLE HOUR EMPLOYEES
 MAY 9, 2020 - AUGUST 28, 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 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 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
6.1 (Spring)	05/09/20-05/22/20	5/18/2020	5/22/2020	6/5/2020
6.2	05/23/20-06/05/20	6/1/2020	6/5/2020	6/19/2020
7.1	06/06/20-06/19/20	6/15/2020	6/19/2020	7/3/2020
7.2	06/20/20-07/03/20	6/29/2020	7/3/2020	7/17/2020
7.3	07/04/20-07/17/20	7/13/2020	7/17/2020	7/31/2020
8.1	07/18/20-07/31/20	7/27/2020	7/31/2020	8/14/2020
8.2 (Fall)	08/01/20-08/14/20	8/10/2020	8/14/2020	8/28/2020
9.1 (Fall)	08/15/20-08/28/20	8/24/2020	8/28/2020	9/11/2020

NOTEWORTHY DATES:

May 23 - 25, 2020 - Memorial Day Holiday - No classes

June 9, 2020 - Last day to drop 8 and 9 week classes, tuition payment is due (late fees begin June 3)

July 3, 2020 - Independence Day Holiday - No classes

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

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) - copy and paste through calendar