

RED ROCKS COMMUNITY COLLEGE
 SUMMER 2021 BIWEEKLY PAYROLL SCHEDULE
 STUDENT AND VARIABLE HOUR EMPLOYEES
 MAY 8, 2021 - AUGUST 27, 2021

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 Fall Semester 2021, your final day of work-study employment is May 11, 2021. All continuing students may work through 05.21.21.

Payroll number	Payroll period	HR documents are due:	timesheet submission date	Pay Day
6.1 (Spring)	05/08/21-05/21/21	5/17/2021	5/21/2021	6/4/2021
6.2	05/22/21-06/04/21	5/31/2021	6/4/2021	6/18/2021
7.1	06/05/21-06/18/21	6/14/2021	6/18/2021	7/2/2021
7.2	06/19/21-07/02/21	6/28/2021	7/2/2021	7/16/2021
7.3	07/03/21-07/16/21	7/12/2021	7/16/2021	7/30/2021
8.1	07/17/21-07/30/21	7/26/2021	7/30/2021	8/13/2021
8.2 (Fall)	07/31/21-08/13/21	8/9/2021	8/13/2021	8/27/2021
9.1 (Fall)	08/14/21-08/27/21	8/23/2021	8/27/2021	9/10/2021

NOTEWORTHY DATES:

May 29 - 31, 2021 - Memorial Day Holiday - No classes

June 8, 2021 - Last day to drop 8 and 9 week classes, tuition payment is due (late fees begin June 9)

July 4 - 5, 2021 - Independence Day Holiday - No classes

Questions, comments and concerns can be addressed through the Human Resources office:

Room 1025 on the Lakewood Campus

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