

RED ROCKS COMMUNITY COLLEGE - Spring 2024 BIWEEKLY PAYROLL SCHEDULE
STUDENTS AND VARIABLE HOUR EMPLOYEES
DECEMBER 16, 2023 - MAY 31, 2024

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 Summer Semester 2024, your final day of work-study employment is May 10, 2024. All continuing students may work through May 24, 2024.

Payroll number	Payroll period	HR documents are due:	Your E Timesheet Must Be Submitted and Approved By	Pay Day
1.1	SAT, DEC 16 - FRI, DEC 29	FRI, DEC 14	FRI, DEC 22	FRI, JAN 12
1.2	SAT, DEC 30 - FRI, JAN 12	FRI, JAN 5	FRI, JAN 12	FRI, JAN 26
2.1	SAT, JAN 13 - FRI, JAN 26	FRI, JAN18	FRI, JAN 26	FRI, FEB 9
2.2	SAT, JAN 27 - FRI, FEB 9	FRI, FEB 2	FRI, FEB 9	FRI, FEB 23
3.1	SAT, FEB 10 - FRI, FEB 23	FRI, FEB16	FRI, FEB 23	FRI, MAR 8
3.2	SAT, FEB 24 - FRI, MAR 8	FRI, MAR 1	FRI, MAR 8	FRI, MAR 22
4.1	SAT, MAR 9 - FRI, MAR 22	FRI, MAR 15	FRI, MAR 22	FRI, APR 5
4.2	SAT, MAR 23 - FRI, APR 5	FRI, MAR 29	FRI, APR 5	FRI, APR 19
5.1	SAT, APR 6 - FRI, APR 19	FRI, APR 12	FRI, APR 19	FRI, MAY 3
5.2	SAT, APR 20 - FRI, MAY 3	FRI, APR 26	FRI, MAY 3	FRI, MAY 17
5.3	SAT, MAY 4 - FRI, MAY 17	FRI, MAY 10	FRI, MAY 17	FRI, MAY 31
6.1	SAT, MAY 18 - FRI, MAY 31	FRI, MAY 24	FRI, MAY 31	FRI, JUNE 14

NOTEWORTHY DATES:

January 31, 2024 - Last day to drop 15-week classes, tuition payment is due

March 18 – March 24, 2024 - Spring Break - No classes

April 16, 2024 - All-College Development Day - No classes

May 25- 27, 2024 - Memorial Day Holiday - No classes - Both campuses closed



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

Room 1025 on the Lakewood Campus
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