

RED ROCKS COMMUNITY COLLEGE - Summer 2024 BIWEEKLY PAYROLL SCHEDULE  
STUDENTS AND VARIABLE HOUR EMPLOYEES  
May 22, 2024 - August 5, 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 22, 2024. All continuing students may work through August 5, 2024.

Payroll number	Payroll period	HR documents are due:	Your E Timesheet Must Be Submitted and Approved By	Pay Day
5.2	SAT, APR 20 - FRI, MAY 03	FRI, APR 26	FRI, MAY 03	FRI, MAY 17
6.1	SAT, MAY 04 - FRI, MAY 17	FRI, MAY 10	FRI, MAY 17	FRI, MAY 31
6.2	SAT, MAY 18 - FRI, MAY 31	FRI, MAY 24	FRI, MAY 31	FRI, JUNE 14
6.3	SAT, JUNE 01 - FRI, JUNE 14	FRI, JUNE 07	FRI, JUNE 14	FRI, JUNE 28
7.1	SAT, JUNE 15 - FRI, JUNE 28	FRI, JUNE 21	FRI, JUNE 28	FRI, JULY 12
7.2	SAT, JUNE 29 - FRI, JULY 12	FRI, JULY 05	FRI, JULY 12	FRI, JULY 26
8.1	SAT, JULY 13 - FRI, JULY 26	FRI, JULY 19	FRI, JULY 26	FRI, AUG 09
8.2	SAT, JULY 27 - FRI, AUG 09	FRI, AUG 02	FRI, AUG 09	FRI, AUG 23
9.1	SAT, AUG 10 - FRI, AUG 23	FRI, AUG 16	FRI, AUG 23	FRI, SEPT 06
9.2	SAT, AUG 24 - FRI, SEPT 06	FRI, AUG 30	FRI, SEPT 06	FRI, SEPT 20

NOTEWORTHY DATES:

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

**June 19, 2024 Juneteenth Holiday - No Classes - Both Campuses closed**

**July 4, 2024 - Independence 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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