

**RED ROCKS COMMUNITY COLLEGE
 SPRING 2015 PAYROLL SCHEDULE
 HOURLY, BIWEEKLY-PAID EMPLOYEES
 DECEMBER 27, 2014 – MAY 15, 2015**

Employees: E-Timesheets must be entered on a daily basis and submitted for approval on the employee's last working day for the 2-week period. Lock-out of the system is at 11:59 p.m. the last day of the period.

Supervisors: Review and take action on timesheets (approve or return for correction) and address all outstanding issues no later than Monday by 10 a.m. or you risk delaying your employee's timely payment.

If paper timesheets are submitted, an explanation for why the e-timesheet was not available or used must be noted on the document. HR will then address any problems with the system set-up if needed.

Note: Paper time sheets must be brought to HR by the supervisor and not employee. Late timesheets may result in delayed payment.

Payroll Schedule #	If you work in Payroll Period	HR Documents (new hire, rehire, and changes) are due	Your e-Timesheet must be submitted for approval by end of day	You will be paid on Pay Day
12	DEC 27 – JAN 9	MON, JAN 5	JAN 9, 2015	FRI, JAN 23
21	JAN 10 – JAN 23	MON, JAN 19	JAN 23, 2015	FRI, FEB 6
22	JAN 24 – FEB 6	MON, FEB 2	FEB 6, 2015	FRI, FEB 20
31	FEB 7 – FEB 20	MON, FEB 16	FEB 20, 2015	FRI, MARCH 6
32	FEB 21 – MARCH 6	MON, MARCH 2	MARCH 6, 2015	FRI, MARCH 20
41	MAR 7 – MAR 20	MON, MARCH 16	MARCH 20, 2015	FRI, APRIL 3
42	MAR 21 – APRIL 3	MON, MARCH 30	APRIL 3, 2015	FRI, APRIL 17
51	APRIL 4 – APRIL 17	MON, APRIL 13	APRIL 17, 2015	FRI, MAY 1
52	APRIL 18 – MAY 1	MON, APRIL 27	MAY 1, 2015	FRI, MAY 15
53	MAY 2 - MAY 15	FRI, MAY 08	MAY 15, 2015	FRI, MAY 29

DENOTES CHANGE IN REGULAR SCHEDULE

Both CAMPUSES WILL BE CLOSED:

DECEMBER 25, 2014 – JANUARY 1, 2015

SATURDAY, APRIL 4 & SUNDAY, APRIL 5, 2015 FOR EASTER WEEKEND

Any employees working while campus is closed need preapproval from their supervisor and Human Resources

Spring Semester Dates: January 20, 2015 – May 12, 2015

Spring Break (no classes) from March 23 – March 29, 2015

If you have any questions, please contact Human Resources, 303.914.6300