

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Office of Human Resource Services

HR Board / Payroll Deadline Dates – 2021

Board Materials ¹ Due in HR [for permanent positions]	SLT Board Review	Board Meeting Date	Earliest Effective Start Date of Board Action	Timesheets due to Admin Svcs Technician LPC	PAF/EPAF Timesheets Due to Payroll
12/23/20	1/11/21	1/19/21	1/20/21	1/13/21	1/15/21
1/28/21	2/8/21	2/16/21	2/17/21	2/9/21	2/11/21
2/25/21	3/8/21	3/16/21	3/17/21	3/15/21	3/18/21
4/1/21	4/12/21	4/20/21	4/21/21	4/15/21	4/19/21
4/29/21	5/10/21	5/18/21	5/19/21	5/13/21	5/17/21
5/27/21	6/7/21	6/15/21	6/16/21	6/14/21	6/16/21
6/30/21	7/12/21	7/20/21	7/21/21	7/13/21	7/15/21
7/29/21	8/9/21	8/17/21	8/18/21	8/16/21	8/18/21
8/27/21	9/7/21	9/14/21	9/22/21	9/15/21	9/17/21
9/30/21	10/11/21	10/19/21	10/20/21	10/14/21	10/18/21
10/28/21	11/8/21	11/16/21	11/17/21	11/9/21	11/11/21
11/22/21	12/6/21	12/14/21	12/15/21	12/7/21	12/9/21
³ 12/20/21	³ 1/10/22	³ 1/18/22	³ 1/19/22	1/14/22	1/18/22

¹ All required forms and documents for New Hires (classified/faculty/administrators).

² Temporary Employees (substitute, short-term, professional experts, volunteers, & student assistants); Rehires (classified, faculty, student assistants); FTE changes; Stipends; Out of class assignments; Step adjustments; Terminations; Resignations; Leave of Absence requests.

It is important that Human Resources receives the completed and signed paperwork by the above-noted deadline date(s).
In emergency situations, please notify either the Human Resources Manager or the Vice Chancellor, Human Resources.

³ Pending adoption of Board of Trustees meeting calendar at December Organizational Meeting.

⁴ Pending Classified Service Calendar for Fiscal Year 2021-2022.

All retroactive hire dates must be submitted to the Human Resources Manager by College President for review and approval prior to HR Board materials' deadline. Materials are due by 12:00 noon on dates specified above. Please contact Human Resources at (925) 485-5240, if you have any questions.

NOTE: SUBJECT TO CHANGE