

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Office of Human Resource Services

HR Board / Payroll Deadline Dates – 2023

Board Materials ¹ Due in HR [for permanent positions]	SLT Board Review	Board Meeting Date	Earliest Effective Start Date of Board Action	Timesheets due 8:00 a.m. to Sharon Davidson Admin Services	Timesheets, FLAC Run, PAFS Due ²
12/22/22	1/9/23	1/17/23	1/18/23	1/13/23	1/18/23
1/31/23	2/13/23	2/21/23	2/22/23	2/9/23	2/13/23
2/28/23	3/13/23	3/21/23	3/22/23	3/16/23	3/20/23
3/28/23	4/10/23	4/18/23	4/19/23	4/13/23	4/17/23
4/25/23	5/8/23	5/16/23	5/17/23	5/15/23	5/17/23
5/30/23	6/12/23	6/20/23	6/21/23	6/12/23	6/14/23
6/27/23	7/10/23	7/18/23	7/19/23	7/13/23	7/18/23
7/25/23	8/7/23	8/15/23	8/16/23	8/16/23	8/18/23
8/22/23	9/5/23	9/12/23	9/13/23	9/14/23	9/18/23
9/26/23	10/9/23	10/17/23	10/18/23	10/16/23	10/18/23
10/24/23	11/6/23	11/14/23	10/15/23	11/10/23	11/14/23
11/20/23	12/4/23	12/12/23	12/13/23	12/7/23	12/11/23
12/12/23 ³	1/8/24 ³	1/16/24 ³	1/17/24 ³	1/16/24	1/18/24

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 Director or the Vice Chancellor, HR.

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

⁴ Pending Classified Service Calendar for Fiscal Year 2023-2024.

All retroactive hire dates must be submitted to the Human Resources Director 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.

*Dates adjusted due to 4/10 schedule or Holiday

NOTE: SUBJECT TO CHANGE

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