

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Office of Human Resource Services

HR Board / Payroll Deadline Dates – 2026

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 am Admin. Services	Timesheet FLAC Run, PAFS Due ²	CLPCCD Pay Dates
12/22/25	1/12/26	1/20/26	1/21/26	1/14/26	1/16/26	1/30/26
1/27/26	2/9/26	2/17/26	2/18/26	2/10/26	2/12/26	2/27/26
2/24/26	3/9/26	3/17/26	3/18/26	3/16/26	3/18/26	3/31/26
3/31/26	4/13/26	4/21/26	4/22/26	4/15/26	4/17/26	4/30/26
4/28/26	5/11/26	5/19/26	5/20/26	5/13/26	5/15/26	5/29/26
5/26/26	6/8/26	6/16/26	6/17/26	6/10/26	6/15/26	6/30/26
6/30/26	7/13/26	7/21/26	7/22/26	7/14/26	7/16/26	7/30/26
7/28/26	8/10/26	8/18/26	8/19/26	8/14/26	8/18/26	8/31/26
8/25/26	9/8/26	9/15/26	9/16/26	9/15/26	9/17/26	9/30/26
9/29/26	10/12/26	10/20/26	10/21/26	10/15/26	10/19/26	10/30/26
10/27/26	11/9/26	11/17/26	11/18/26	11/10/26	11/12/26	11/30/26
11/24/26	12/7/26	12/15/26	12/16/26	12/8/26	12/10/26	12/23/26
12/22/26 ³	1/11/27 ³	1/19/27 ³	1/20/27 ³	1/13/27	1/15/27 ⁴	1/29/27 ⁴

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 2026-2027.

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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