

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services
HR / Payroll Deadline Dates – 2016

Board Materials ¹ due in HR	Board Meeting Date	Earliest effective start date of Board action	Last day to submit any account number changes to HR ² that will affect pay warrant	<i>Timesheets due in District Payroll²</i> Remember to check your college deadlines
7/21/16	8/16/16	8/17/16	8/9/16	8/16/16
8/25/16	9/20/16	9/21/16	9/9/16	9/16/16
9/26/16	10/18/16	10/19/16	10/7/16	10/17/16
10/24/16	11/15/16	11/16/16	11/7/16	11/15/16
11/7/16	12/6/16	12/7/16	12/2/16	12/12/16
12/16/16	1/17/17	1/18/17 ³	1/9/17	1/17/17

¹ All required forms and documents for New Hires (classified/faculty) & 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;

² It is important that Human Resources receive 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.

All retroactive hire dates must be submitted to the Vice Chancellor, Human Resources 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.