

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services
HR Board / Payroll Deadline Dates – 2020

Board Materials ¹ Due in HR [for permanent positions]	SLT Board Review	Board Meeting Date	Earliest Effective Start Date of Board Action	Timesheets, e-PAFs/PAFs, Due ²	CLPCCD Pay Dates
1/2/20	1/10/20	1/21/20	1/22/20	1/16/20	1/31/20
1/30/20	2/7/20	2/18/20	2/19/20	2/13/20	2/28/20
2/27/20	3/9/20	3/17/20	3/18/20	3/18/20	3/31/20
4/2/20	4/13/20	4/21/20	4/22/20	4/17/20	4/30/20
4/30/20	5/11/20	5/19/20	5/20/20	5/15/20	5/29/20
5/28/20	6/8/20	6/16/20	6/17/20	6/16/20	6/30/20
7/2/20	7/13/20	7/21/20	7/22/20	7/16/20	7/31/20
7/30/20	8/10/20	8/18/20	8/19/20	8/18/20	8/31/20
8/20/20	8/31/20	9/8/20	9/9/20	9/17/20	9/30/20
10/1/20	10/12/20	10/20/20	10/21/20	10/19/20	10/30/20
10/29/20	11/9/20	11/17/20	11/18/20	11/12/20	11/30/20
11/16/20	11/30/20	12/15/20	12/16/20	12/10/20 ⁴	12/23/20
12/23/20 ³	1/11/21 ³	1/19/21 ³	1/20/21 ³	1/15/21	1/29/21

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 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.

⁴ Pending Classified Service Calendar for Fiscal Year 2020-2021.

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