

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Office of Human Resource Services

### HR Board / Payroll Deadline Dates – 2026

| Board Materials <sup>1</sup><br>Due in HR<br>[for permanent positions] | SLT<br>Board<br>Review | Board<br>Meeting<br>Date | Earliest Effective Start<br>Date of<br>Board Action | Timesheets,<br>FLAC Run, PAFS<br>Due <sup>2</sup> | CLPCCD<br>Pay Dates  |
|--|------------------------|--------------------------|---|---|----------------------|
| 12/22/25   | 1/12/26                | 1/20/26                  | 1/21/25   | 1/16/26   | 1/30/26              |
| 1/27/26  | 2/9/26                 | 2/17/26                  | 2/18/26   | 2/12/26   | 2/27/26              |
| 2/24/26  | 3/9/26                 | 3/17/26                  | 3/18/26   | 3/18/26   | 3/31/26              |
| 3/31/26  | 4/13/26                | 4/21/26                  | 4/22/26   | 4/17/26   | 4/30/26              |
| 4/28/26  | 5/11/26                | 5/19/26                  | 5/20/26   | 5/15/26   | 5/29/26              |
| 5/26/26  | 6/8/26                 | 6/16/26                  | 6/17/26   | 6/15/26   | 6/30/26              |
| 6/30/26  | 7/13/26                | 7/21/26                  | 7/22/26   | 7/16/26   | 7/30/26              |
| 7/28/26  | 8/10/26                | 8/18/26                  | 8/19/26   | 8/18/26   | 8/31/26              |
| 8/25/26  | 9/8/26                 | 9/15/26                  | 9/16/26   | 9/17/26   | 9/30/26              |
| 9/29/26  | 10/12/26               | 10/20/26                 | 10/21/26  | 10/19/26  | 10/30/26             |
| 10/27/26   | 11/9/26                | 11/17/26                 | 11/18/26  | 11/12/26  | 11/30/26             |
| 11/24/26   | 12/7/26                | 12/15/26                 | 12/16/26  | 12/10/26  | 12/23/26             |
| 12/22/26 <sup>3</sup>  | 1/11/27 <sup>3</sup>   | 1/19/27 <sup>3</sup>     | 1/20/27 <sup>3</sup>                                | 1/15/27 <sup>4</sup>                              | 1/29/27 <sup>4</sup> |

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

<sup>2</sup> 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.

<sup>3</sup> Pending adoption of Board of Trustees meeting calendar at December Organizational Meeting.

<sup>4</sup> 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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