

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Office of Human Resource Services

HR Board / Payroll Deadline Dates – 2024

Board Materials ¹ Due in HR [for permanent positions]	SLT Board Review	Board Meeting Date	Earliest Effective Start Date of Board Action	Timesheets, FLAC Run, PAFS Due ²	CLPCCD Pay Dates
12/12/23	1/8/24	1/16/24	1/17/24	1/18/24	1/31/24
1/30/24	2/12/24	2/20/24	2/21/24	2/14/24	2/29/24
2/27/24	3/11/24	3/19/24	3/20/24	3/18/24	3/29/24
3/26/24	4/8/24	4/16/24	4/17/24	4/17/24	4/30/24
4/30/24	5/13/24	5/21/24	5/22/24	5/17/24	5/31/24
5/28/24	6/10/24	6/18/24	6/20/24	6/12/24	6/27/24
6/25/24	7/8/24	7/16/24	7/17/24	7/17/24	7/31/24
7/30/24	8/12/24	8/20/24	8/21/24	8/19/24	8/30/24
8/20/24	9/3/24	9/10/24	9/11/24	9/17/24	9/30/24
9/24/24	10/7/24	10/15/24	10/16/24	10/18/24	10/31/24
10/29/24	11/12/24	11/19/24	11/20/24	11/13/24	11/26/24
11/19/24	12/2/24	12/10/24	12/11/24	12/10/24	12/23/24
12/10/24 ³	1/13/25 ³	1/21/25 ³	1/22/25 ³	1/17/25 ⁴	1/31/25 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 2024-2025.

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