

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services
HR / Payroll Deadline Dates - 2010

Board Materials ¹ due in HR	HR Draft list of Board items sent by HR via email to colleges ² <i>Corrections/ Clarifications required from Colleges within two business days</i>	Board Meeting Date	Earliest effective start date of Board action	Timesheets due in District <i>Payroll</i>	Last day to submit labor distribution changes (account number changes required for <i>Payroll</i> purposes that month)
				<i>Check for college deadlines</i>	
12/21	1/08	1/19	1/20	2/16 ³	2/16 for February
1/20	1/22	2/16	2/17	3/17 ³	3/17 for March
2/18	2/19	3/16	3/17	4/16 ³	4/16 for April
3/25	3/26	4/20	4/21	5/17 ³	5/17 for May
4/22	4/23	5/18	5/19	6/16 ³	6/16 for June
5/20	5/21	6/15	6/16	7/16 ³	7/16 for July
6/24	6/25	7/20	7/21	TBD	TBD
7/22	7/23	8/17	8/18	TBD	TBD
8/26	8/27	9/21	9/22	TBD	TBD
9/23	9/24	10/19	10/20	TBD	TBD
10/21	10/22	11/16	11/17	TBD	TBD
11/2	11/5	12/7	12/8	TBD	TBD

All required forms and documents for:

¹New 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;

²Sent to Presidents and Vice Presidents for final review

³These dates are exceptions to normal deadlines

All retroactive hire dates must be submitted to the Vice Chancellor, Human Resources Services and Organizational Development, by Presidents for review and approval prior to Board material deadline. Materials are due by 12:00 noon on dates specified above. Materials needing Legal Counsel approval or union review will require additional time for processing. Please contact Human Resource Services, Employment, if you have any questions at (925)485-5238. (P: FORMS/HR-Payroll deadlines 2010)