



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services
HR / Payroll Deadline Dates - 2008



Board Materials ¹ due in HR	HR Draft list of Board items sent by HR via email to colleges ²	Last day to submit labor distribution changes	Timesheets due in District Payroll	Board Review with Chancellor	Board Meeting Date	Earliest effective date of Board action
		<i>To be effective this pay cycle</i>	<i>Check for college deadlines</i>	<i>Mon., 11 a.m. District</i>		
12/17	1/4	2/15	2/15	1/7	1/15	1/16
1/28	2/7	3/14	3/14 ³	2/11	2/19	2/20
2/25	3/6	4/15	4/15	3/10	3/18	3/19
3/24	4/3	5/15	5/15	4/7	4/15	4/16
4/28	5/8	6/13	6/13 ³	5/12	5/20	5/21
6/2	6/12	7/15	7/15	6/16	6/24	6/25
6/23	7/3	8/15	8/15	7/7	7/15	7/16
7/28	8/7	9/15	9/15	8/11	8/19	8/20
8/25	9/4	10/15	10/15	9/8	9/16	9/17
9/29	10/9	11/14	11/14 ³	10/13	10/21	10/22
10/27	11/6	12/10	12/10 ³	11/10	11/18	11/19
11/17	11/24	1/15	1/15	12/1	12/9	12/10

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 Director, Human Resource Services, 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 or (925) 485-5292
03/17/08*