

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Office of Human Resource Services

### HR Board / Payroll Deadline Dates – 2022

Board Materials <sup>1</sup> Due in HR [for permanent positions]	SLT Board Review	Board Meeting Date	Earliest Effective Start Date of Board Action	Timesheets to, Sharon Davidson Due 5:00 pm	Timesheets Due to District
12/22/21	1/10/22	1/18/22	1/19/22	1/13/22	1/18/22
1/27/22	2/7/22	2/15/22	2/16/22	2/8/22	2/11/22
2/24/22	3/7/22	3/15/22	3/16/22	3/15/22	3/18/22
3/31/22	4/11/22	4/19/22	4/20/22	4/13/22	4/18/22
4/28/22	5/9/22	5/17/22	5/18/22	5/12/22	5/17/22
6/2/22	6/13/22	6/21/22	6/22/22	6/13/22	6/16/22
6/29/22	7/11/22	7/19/22	7/20/22	7/11/22	7/14/22
7/28/22	8/8/22	8/16/22	8/17/22	8/15/22	8/18/22
8/26/22	9/5/22	9/13/22	9/14/22	9/14/22	9/19/22
9/29/22	10/10/22	10/18/22	10/19/22	10/13/22	10/18/22
10/27/22	11/7/22	11/15/22	11/16/22	11/9/22	11/14/22
11/21/22	12/5/22	12/13/22	12/14/22	12/6/22 <sup>4</sup>	12/9/22
12/22/22 <sup>3</sup>	1/9/23 <sup>3</sup>	1/17/23 <sup>3</sup>	1/18/23 <sup>3</sup>	1/13/23 <sup>4</sup>	1/18/23

<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, Human Resources.

<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 2022-2023.

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.

**NOTE: SUBJECT TO CHANGE**