

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**Office of Human Resource Services**  
**HR Board / Payroll Deadline Dates – 2025**

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 due 8:00 a.m. to Sharon Admin Services	Timesheets, FLAC Run, PAFS Due <sup>2</sup>	CLPCCD Pay Dates
12/10/24	1/13/25	1/21/25	1/22/25	1/15/25	1/17/25	1/31/25
1/28/25	2/10/25	2/18/25	2/19/25	2/11/25	2/13/25	2/28/25
2/25/25	3/10/25	3/18/25	3/19/25	3/14/25	3/18/25	3/31/25
3/25/25	4/7/25	4/15/25	4/16/25	4/15/25	4/17/25	4/30/25
4/29/25	5/12/25	5/20/25	5/21/25	5/14/25	5/16/25	5/30/25
5/27/25	6/9/25	6/17/25	6/18/25	6/11/25	6/16/25	6/30/25
6/24/25	7/7/25	7/15/25	7/16/25	7/15/25	7/17/25	7/31/25
7/29/25	8/11/25	8/19/25	8/20/25	8/14/25	8/18/25	8/29/25
8/19/25	9/2/25	9/9/25	9/10/25	9/15/25	9/17/25	9/30/25
9/30/25	10/13/25	10/21/25	10/22/25	10/16/25	10/20/25	10/31/25
10/28/25	11/11/25	11/18/25	11/19/25	11/7/25	11/12/25	11/25/25
11/25/25	12/8/25	12/16/25	12/17/25	12/8/25	12/10/25	12/23/25
12/22/25 <sup>3</sup>	1/12/26 <sup>3</sup>	1/20/26 <sup>3</sup>	1/21/25 <sup>3</sup>	1/15/25	1/19/26 <sup>4</sup>	1/30/26 <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 2025-2026.

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**