Guidelines for PAF Dates
Fiscal Years 2026 & 2027

PAFs for Restricted Programs & Foundation Bill Back Accounts

This information is for Restricted Programs & Foundation Bill Back Accounts Only

Restricted Program numbers begin with 1XXX – Foundation Bill Back Accounts begin with 03XX

Fund		Location		Responsibility		Program		Activity		Object		Sub
XX	-	XX	-	XX	-	XXXX	-	XXXX	-	XXXX	.	XX

Contract Faculty & Associate Faculty – 11XX, 12XX, 13XX, 14XX (required by semester)

PAF Dates for Faculty Load (budget object codes 11XX and 12XX)

25/26 Fiscal Year

- Fall 8/13/25 - 12/19/25
- Spring 12/20/25 - 5/23/26

26/27 Fiscal Year

- Fall 8/12/26 - 12/18/26
- Spring 12/19/26 - 5/28/27

PAF Dates for Associate Faculty (budget object codes 13XX and 14XX)

25/26 Fiscal Year

- Fall 8/13/25 - 12/19/25
- Spring 12/20/25 - 5/23/26
- Summer 5/24/26 - 8/11/26

26/27 Fiscal Year

- Fall 8/12/26 - 12/18/26
- Spring 12/19/26 - 5/28/27
- Summer 5/29/27 - 8/10/27

Summer PAF Remarks (non-liability programs):

- 5/24/26 - 6/20/26 # hours (FY 26)
- 6/21/26 - 8/11/26 # hours (FY 27)

Summer PAF Remarks (liability programs):

- 5/24/26 - 6/30/26 # hours (FY 26)
- 7/1/26 - 8/11/26 # hours (FY 27)

Management – 1216 & 2116 (not required by semester)

- FY 25/26 the ***start*** date should be on or after 7/1/25 with an ***end*** date on or before 6/30/26
- FY 26/27 the ***start*** date should be on or after 7/1/26 with an ***end*** date on or before 6/30/27

Classified Employees - 21XX & 22XX (not required by semester)

- FY 25/26 the ***start*** date should be on or after 7/1/25 with an ***end*** date on or before 6/30/26
- FY 26/27 the ***start*** date should be on or after 7/1/26 with an ***end*** date on or before 6/30/27

STNCs & Professional Experts - Hourly Employees 233X & 243X (short term, cannot extend past a semester)

The Rule: Restricted Programs that do not require liabilities.

- FY 25/26 the ***start*** date should be on or after 6/10/25 with an ***end*** date on or before 6/9/26
- FY 26/27 the ***start*** date should be on or after 6/10/26 with an ***end*** date on or before 6/9/27

The Exception to the Rule: For Restricted Programs that require liabilities.

- FY 25/26 the ***start*** date should be on or after 7/1/25 with an ***end*** date on or before 6/30/26
- FY 26/27 the ***start*** date should be on or after 7/1/26 with an ***end*** date on or before 6/30/27

Please reach out to Pamela Crooks at pcrooks@santarosa.edu with any questions.

Last Updated 10/26/26

SANTA ROSA JUNIOR COLLEGE

Guidelines for PAF Dates
Fiscal Years 2026 & 2027

Liability Timesheets for Restricted Programs & Foundation Bill Back Accounts Only

This information is for Restricted Programs & Foundation Bill Back Accounts Only

Which Restricted programs will require liabilities in Fiscal Year 2026?

If the restricted program fits any of the criteria below, liability timesheets are required IF hourly employees work between 6/10/2026 – 6/30/2026 for object codes 23XX & 24XX or work between 6/21/26 - 6/30/26 for object codes 13XX and 14XX:

- All Federally-Funded Programs (FED)
- Some State-Funded Programs with Annual Contracts/Commitments (AN)
- Program/grant/allocations ending on June 30th, 2026 (END) and will not be funded in FY 26/27
- All Foundation Bill Back Accounts

List of Restricted Programs that Require Liability Timesheets

For the programs on the list below, please look for an email communication, in June from Accounting, about "Liability Timesheet Due Dates for Restricted & Bill Back Programs" with the liability templates required. If you have a timesheet that is being paid from budget codes that require both a liability and a non-liability, treat them both as a liability. For example, if the employee's pay is split between 1352 (a liability program) and 1410 (a non-liability program), submit a liability timesheet. Please be sure that you DO NOT submit a traditional timesheet for the 1410 hours, as you have already reported them on the liability timesheet.

1210 CTEA (FED)	1289 CCAMPIS (FED)	1621 Rupe (AN)
1214 WIOA (FED)	1343 Children's Center (FED)	1622 Measure O (AN)
1221 First 5 Facilities (END)	1352 TANF (FED)	1656 ASL MOU (AN)
1231 Veterans (FED)	1356 Sonoma Works (AN)	1717 SWP Regional Round 9 (END)
1245 Avanzando (FED)	1377 MHSA-PEI (END)	1718 SWP Local Round 9 (END)
1250 Transformando (FED)	1402 IEPI (END)	1730 Rising Scholars (END)
1259 Lanzamiento (FED)	1423 First 5 Measure I (END)	1731 SCECE-CAI (END)
1260 EDA (FED)	1513 CalMHSA Holistic (AN)	1766 CSPP QRIS Block (END)
1269 College to Career (FED)	1570 CAEP (END)	1774 Climate Fellow CO (END)
1283 HEP (FED)	1603 Kaiser HOPE (AN)	

All Foundation Bill Back Accounts Require Liability Timesheets

All Foundation Bill Back Accounts require liabilities **IF** hourly employees work between 6/10/26 – 6/30/26 for object codes 23XX & 24XX or work between 6/21/26 - 6/30/26 for object code 13XX and 14XX.

0301 Workforce Development	0311 HOPE Program Fund	0321 SRJC Chamber Concert
0302 Wildfire Res Landscaping	0312 HOPE HAAS	0322 Accountant
0303 PSTC Fire Tower	0313 Second Chance	0323 Petaluma Campus
0304 Choral Music/Long	0314 KAD Summer Camps	0324 PSTC
0305 Mahoney Library	0315 HOPE MCF CEIBA	0325 Dream Center
0306 Mary Ross Fund	0316 Wildfire Res Pro	0326 Theatre Arts Main
0307 Ag Trust	0317 Ag Education	0327 Theatre Arts
0308 Doyle Library	0318 KAD Foundation	0328 Foster Youth
0309 HOPE Student Need Fund	0319 KAD FD Ad PE	0329 New Endeavors - Culinary
0310 PET Endowment	0320 Const Train Center	0330 New Endeavors - CTC

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