

## 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 number begins with a 1XXX – Foundation Bill Back Accounts begin 03XX

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

#### **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 8/13/2025 - 12/19/2025
- Spring 12/20/2025 - 5/23/2026

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

##### **25/26 Fiscal Year**

- Fall 8/13/2025 - 12/19/2025
- Spring 12/20/2025 - 5/23/2026
- Summer 5/24/2026 - 8/11/2026

Summer PAF Remarks:

- 5/24/2026 - 6/20/2026 # hours (FY 2026)
- 6/21/2026 - 8/11/2026 # hours (FY 2027)

*Summer Liability Only PAFs (see below)*

- 5/24/2026 – 6/30/2026 # hours (FY 2026)
- 7/1/2026 - 8/11/2026 # hours (FY 2027)

#### **Management – 1216 & 2116 (not required by semester)**

- 25/26 FY the **start** date should be on or after 7/1/2025 with an **end** date on or before 6/30/2026
- 26/27 FY the **start** date should be on or after 7/1/2026 with an **end** date on or before 6/30/2027

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

- 25/26 FY the **start** date should be on or after 7/1/2025 with an **end** date on or before 6/30/2026
- 26/27 FY the **start** date should be on or after 7/1/2026 with an **end** date on or before 6/30/2027

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

The Rule: Restricted Programs that do not require liabilities.

- 25/26 FY the **start** date should be on or after 6/10/2025 with an **end** date on or before 6/9/2026
- 26/27 FY the **start** date should be on or after 6/10/2026 with an **end** date on or before 6/9/2027

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

- 25/26 FY the **start** date should be on or after 7/1/2025 with an **end** date on or before 6/30/2026
- 26/27 FY the **start** date should be on or after 7/1/2026 with an **end** date on or before 6/30/2027

Please reach out to Pamela Crooks at [pcrooks@santarosa.edu](mailto:pcrooks@santarosa.edu) with any questions.

## 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?

Program codes that are not 1XXX or a 03XX, are Unrestricted or Designated and do not allow liabilities

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

A handful of Restricted Programs require liability timesheets and ONLY IF hourly employees work between .

- All Federal Programs 12XX program codes
- All Foundation Bill Back Accounts 03XX program codes
- Some State Programs with Annual Contracts/Commitments (AN)
- Program/grant/allocations ending on June 30<sup>th</sup>, 2026 (END) and will not be funded in the 26/27 FY

### Restricted Programs that Require Liability Timesheets

All program numbers listed below require liability timesheets **IF** hourly employees work between 6/10/2026 – 6/30/2026 for object codes 23XX & 243X or work between 6/21/2026 - 6/30/2026 for object code 13XX and 14XX.

For the programs on this list, 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 (liability) and 1410 (non-liability), 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	1325 EOPS,NextUp,CARE (END)	1652 Puente PET (END)
1214 WIOA	1352 TANF (AN)	1656 ASL MOU (AN)
1221 First 5 Facilities (END)	1356 Sonoma Works (AN)	1717 SWP Regional Round 9 (END)
1231 Veterans	1377 MHSA-PEI (END)	1718 SWP Local Round 9 (END)
1245 Avanzando	1513 CalMHSA Holistic (END)	1730 Rising Scholars (END)
1250 Transformando	1570 CAEP 24/25 (END)	1731 SCECE-CAI (END)
1260 EDA	1590 SEA 24/25 (END)	1765 STAR (END)
1269 College to Career	1622 Measure O (AN)	1766 CSPP QRIS Block (END)
1283 HEP	1651 Puente SR (END)	1774 Climate Fellow CO (END)

### All Foundation Bill Back Accounts Require Liability Timesheets

All Foundation Bill Back Accounts require liabilities **IF** hourly employees work between 6/10/2026 – 6/30/2026 for object codes 23XX & 24XX or work between 6/21/2026 - 6/30/2026 for object code 13XX and 14XX.

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

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