

Guidelines for PAF Dates Fiscal Years 2024 & 2025

PAFs for Categorical & Foundation Bill Back Accounts

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

Categorical Program number begins with a 1XXX – Foundation Bill Back Accounts begin with a 1XXX or 03XX.

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

23/24 Fiscal Year

- Fall 8/9/2023 – 12/15/2023
- Spring 12/16/2023 – 5/25/2024

24/25 Fiscal Year

- Fall 8/14/2024-12/20/2024
- Spring 12/21/2024-5/24/2025

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

23/24 Fiscal Year

- Fall 8/9/2023 – 12/15/2023
- Spring 12/16/2023 – 5/25/2024
- Summer 5/26/2024 – 8/13/2024

24/25 Fiscal Year

- Fall 8/14/2024-12/20/2024
- Spring 12/21/2024-5/24/2025

Summer PAF Remarks:

- 5/26/2024 – 6/20/2024 # hours
- 6/21/2024 – 8/13/2024 # hours

Summer Liability Only PAFs (see below)

- 5/26/2024 – 6/30/2024 # hours
- 7/1/2024-8/13/2024 # hours

Management – 1216 & 2116 (not required by semester)

- 23/24 FY the **start** date should be on or after 7/1/2023 with an **end** date on or before 6/30/2024
- 24/25 FY the **start** date should be on or after 7/1/2024 with an **end** date on or before 6/30/2025

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

- 23/24 FY the **start** date should be on or after 7/1/2023 with an **end** date on or before 6/30/2024
- 24/25 FY the **start** date should be on or after 7/1/2024 with an **end** date on or before 6/30/2025

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

The Rule: Categorical Programs that do not require liabilities.

- 23/24 FY the **start** date should be on or after 6/10/2023 with an **end** date on or before 6/9/2024
- 24/25 FY the **start** date should be on or after 6/10/2024 with an **end** date on or before 6/9/2025

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

- 23/24 FY the **start** date should be on or after 7/1/2023 with an **end** date on or before 6/30/2024
- 24/25 FY the **start** date should be on or after 7/1/2024 with an **end** date on or before 6/30/2025

For questions about Categorical Programs or liabilities, please reach out to Stephanie at sdirks@santarosa.edu.

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Liability Timesheets for Categorical Programs & Foundation Bill Back Accounts Only

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Which Categorical programs will require liabilities in Fiscal Year 2024?

A handful of Categorical Programs require liability timesheets and ONLY IF hourly employees work between 6/10/2024 – 6/30/2024 for object codes 23XX & 24XX or 6/21/2024 - 6/30/24 for object code 13XX and 14XX.

- All Federal Programs 12XX
- All Foundation Bill Back Accounts (in 24/25 all billback accounts will be 03XX program numbers)
- Some State Programs with Annual Contracts/Commitments (AN)
- Program/grant/allocations ending on June 30th, 2024 (End) and will not be funded in the 24/25 FY

If the program number is between 0000-0299, 0700-0999 or 2000-6000, it is a District or a Trust program and **does not allow** liabilities.

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

Categorical Programs that Require Liability Timesheets

All program numbers listed below require liability timesheets **IF** hourly employees work between 6/10/2024 – 6/30/2024 for object codes 23XX & 24XX or work between 6/21/2024 - 6/30/24 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 Categorical 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 employees pay is split between 1352 (liability) and 1325 (non-liability), submit a liability timesheet. Please be sure that you DO NOT submit a traditional timesheet for the 1325 hours, as you have already reported them on the liability timesheet.

1210 CTEA	1352 TANF (AN)	1703 Regional Cash for College (AN)
1214 WIOA	1356 SonomaWorks (AN)	1727 SWP Regional Round 7 (End)
1231 Veterans	1377 MHSAP EI (AN)	1728 SWP Regional Round 7 (End)
1244 Avanzando Year 3	1378 YESS-ILP (AN)	1732 Basic Needs 22/23 (End)
1258 Lanzamiento Year 4	1570 CAEP 22/23 (END)	1733 Mental Health 23/23 (End)
1260 EDA	1622 Measure O (AN)	
1269 College to Career	1630 ARPA (AN)	
1283 HEP		
1288 CCAMPIS		

All Foundation Bill Back Accounts Require Liability Timesheets

All Foundation Bill Back Accounts require liabilities **IF** hourly employees work between 6/10/2024 – 6/30/2024 for object codes 23XX & 24XX or work between 6/21/2024 - 6/30/24 for object code 13XX and 14XX.

1437 Choral/Long	1602 HOPE Student Need Fund	1623 Second Chance
1438 Mahoney Supp	1607 PET Support	1625 KAD Summer Camps
1445 Mary Ross	1617 Kaiser Regional	1627 Ag Education (Alvin Hansen)
1446 Ag Trust	1618 HASS HOPE	1628 HOPE MCF CEIBA
1448 Doyle Library	1620 Wildfire Resilience Program	0301 Workforce Development
		0302 Wildfire Resilience Landscaping Prg

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