

## Guidelines for PAF Dates Fiscal Years 2025 & 2026

### 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	-	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)

##### 24/25 Fiscal Year

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

##### 25/26 Fiscal Year

- Fall 08/13/2025-12/19/2025

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

##### 24/25 Fiscal Year

- Fall 8/14/2024-12/20/2024
- Spring 12/21/2024-5/24/2025
- Summer 05/25/2025-08/12/2025

##### 25/26 Fiscal Year

- Fall 08/13/2025-12/19/2025

Summer PAF Remarks:

- 05/25/2025– 6/20/2025 # hours (FY 2025)
- 6/21/2025 – 8/12/2025 # hours (FY 2026)

*Summer Liability Only PAFs (see below)*

- 5/26/2025 – 6/30/2025 # hours (FY 2025)
- 7/1/2025-8/12/2025 # hours (FY 2026)

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

- 24/25 FY the **start** date should be on or after 7/1/2024 with an **end** date on or before 6/30/2025
- 25/26 FY the **start** date should be on or after 7/1/2025 with an **end** date on or before 6/30/2026

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

- 24/25 FY the **start** date should be on or after 7/1/2024 with an **end** date on or before 6/30/2025
- 25/26 FY the **start** date should be on or after 7/1/2025 with an **end** date on or before 6/30/2026

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

The Rule: Restricted Programs that do not require liabilities.

- 24/25 FY the **start** date should be on or after 6/10/2024 with an **end** date on or before 6/9/2025
- 25/26 FY the **start** date should be on or after 6/10/2025 with an **end** date on or before 6/9/2026

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

- 24/25 FY the **start** date should be on or after 7/1/2024 with an **end** date on or before 6/30/2025
- 25/26 FY the **start** date should be on or after 7/1/2025 with an **end** date on or before 6/30/2026

Please reach out to Stephanie at [sdirks@santarosa.edu](mailto:sdirks@santarosa.edu) with any questions.

## Guidelines for PAF Dates Fiscal Years 2025 & 2026

### 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 2025?

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	- XXXX	- XXXX	. XX

A handful of Restricted Programs require liability timesheets and ONLY IF hourly employees work between 6/10/2025 – 6/30/2025 for object codes 23XX & 24XX or 6/21/2025 - 6/30/25 for object code 13XX and 14XX.

- 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>, 2025 (End) and will not be funded in the 25/26 FY

### Restricted Programs that Require Liability Timesheets

All program numbers listed below require liability timesheets **IF** hourly employees work between 6/10/2025 – 6/30/2025 for object codes 23XX & 24XX or work between 6/21/2025 - 6/30/25 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 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	1269 College to Career	1557 SWP Regional Round 8 (End)
1214 WIOA	1283 HEP	1558 SWP Local Round 8 (End)
1231 Veterans	1289 CCAMPIS	1581 CAEP 23/24 (END)
1245 Avanzando Year 4	1352 TANF (AN)	1622 Measure O (AN)
1250 Transformando	1356 SonomaWorks (AN)	1703 Regional Cash for College (AN)
1259 Lanzamiento Year 5	1377 MHPAPEI (AN)	
1260 EDA	1378 YESS-ILP (AN)	

### All Foundation Bill Back Accounts Require Liability Timesheets

All Foundation Bill Back Accounts require liabilities **IF** hourly employees work between 6/10/2025 – 6/30/2025 for object codes 23XX & 24XX or work between 6/21/2025 - 6/30/25 for object code 13XX and 14XX.

0301 Workforce Development	0308 Doyle Library	0315 HOPE MCF CEIBA
0302 Wildfire Resilience Landscaping Prg	0309 HOPE Student Need Fund	0316 Wildfire Res Pro
0303 PSTC Fire Tower	0310 PET Support	0317 Ag Education
0304 Choral/Long	0311 HOPE Program Fund	0318 KAD Foundation
0305 Mahoney Supp	0312 HASS HOPE	0319 KAD FD Ad PE
0306 Mary Ross	0313 Second Chance	0320 Const Train Ctr
0307 Ag Trust	0314 KAD Summer Camps	

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