

## Guidelines for PAF Dates Fiscal Years 2023 & 2024

### PAFs for District Accounts

If the Program number begins with a 0XXX, then it is a District Account.

Fund	Location	Responsibility	Program	Activity	Object	Sub
XX	- XX	- XX	- 0XXX	- 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)

##### 22/23 Fiscal Year

- Fall 8/11/2022 – 12/16/2022
- Spring 12/17/2022 – 5/27/2023

##### 23/24 Fiscal Year

- Fall 8/9/2023 – 12/15/2023
- Spring 12/16/2023 – 5/27/2024

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

##### 22/23 Fiscal Year

- Fall 8/11/2022 – 12/16/2022
- Spring 12/17/2022 – 5/27/2023
- Summer 5/28/2023 – 8/8/2023

##### 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

In the remarks it needs to note:

- 5/28/2023 – 6/20/2023 # hours
- 6/21/2023 – 8/8/2023 # hours

In the remarks it needs to note:

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

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

- 22/23 FY the **start** date should be on or after 7/1/2022 with an **end** date on or before 6/30/2023
- 23/24 FY the **start** date should be on or after 7/1/2023 with an **end** date on or before 6/30/2024

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

- 22/23 FY the **start** date should be on or after 7/1/2022 with an **end** date on or before 6/30/2023
- 23/24 FY the **start** date should be on or after 7/1/2023 with an **end** date on or before 6/30/2024

#### STNCs & Professional Experts - Hourly Employees 23XX & 24XX (not required by semester)

- 22/23 FY the **start** date should be on or after 6/10/2022 with an **end** date on or before 6/9/2023
- 23/24 FY the **start** date should be on or after 6/10/2023 with an **end** date on or before 6/9/2024

## Guidelines for PAF Dates Fiscal Years 2023 & 2024

### PAFs for Categorical Accounts

If the Program number begins with a 1XXX, then it is a Categorical Account.

Fund	Location	Responsibility	Program	Activity	Object	Sub
XX	- XX	- XX	- 1XXX	- 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)

##### 22/23 Fiscal Year

- Fall 8/11/2022 – 12/16/2022
- Spring 12/17/2022 – 5/27/2023

##### 23/24 Fiscal Year

- Fall 8/9/2023 – 12/15/2023
- Spring 12/16/2023 – 5/27/2024

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

##### 22/23 Fiscal Year

- Fall 8/11/2022 – 12/16/2022
- Spring 12/17/2022 – 5/27/2023
- Summer 5/28/2023 – 8/8/2023

##### 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

In the remarks it needs to note:

- 5/28/2023 – 6/20/2023 # hours
- 6/21/2023 – 8/8/2023 # hours

*Liability Only PAFs (see below for requirements)*

- 5/28/2023 – 6/30/2023 # hours
- 7/1/2023 – 8/8/2023 # hours

In the remarks it needs to note:

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

*Liability Only PAFs (see below for requirements)*

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

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

- 22/23 FY the **start** date should be on or after 7/1/2022 with an **end** date on or before 6/30/2023
- 23/24 FY the **start** date should be on or after 7/1/2023 with an **end** date on or before 6/30/2024

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

- 22/23 FY the **start** date should be on or after 7/1/2022 with an **end** date on or before 6/30/2023
- 23/24 FY the **start** date should be on or after 7/1/2023 with an **end** date on or before 6/30/2024

#### STNCs & Professional Experts - Hourly Employees 23XX & 24XX (not required by semester)

The Rule: Categorical Programs that do not require liabilities.

- 22/23 FY the **start** date should be on or after 6/10/2022 with an **end** date on or before 6/9/2023
- 23/24 FY the **start** date should be on or after 6/10/2023 with an **end** date on or before 6/9/2024

The Exception to the Rule: For Categorical Programs that required liabilities in Fiscal Year 22/23:

- 22/23 FY the **start** date should be on or after 7/1/2022 with an **end** date on or before 6/30/2023
- 23/24 FY the **start** date should be on or after 7/1/2023 with an **end** date on or before 6/30/2024

## Guidelines for PAF Dates Fiscal Years 2023 & 2024

### Which Categorical programs will require liabilities in Fiscal Year 2023?

Only a handful of Categorical Programs require liabilities and **ONLY IF** hourly employees work between 6/10/2023 – 6/30/2023 for object codes 23XX & 24XX or work between 6/21/2023 - 6/30/23 for object code 13XX and 14XX.

- All Federal Programs 12XX
- All Foundation Accounts (FD)
- Some State Programs with Annual Connects/Commitments (AN)
- Program/grant/allocations ending on June 30<sup>th</sup>, 2023 (End) and will not be funded in the 23/24 FY

If the program number begins with a 1XXX, it is a Categorical program. If it begins with a 0XXX, then it is a District program and **does not** allow liabilities.

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

List of all Categorical Program numbers that require liabilities IF hourly employees work between 6/10/2023 – 6/30/2023 for object codes 23XX & 24XX or work between 6/21/2023 - 6/30/23 for object code 13XX and 14XX.

1210 CTEA	1352 TANF (AN)	1604 Bear Cub Scholars (FD)
1214 WIOA	1356 SonomaWorks (AN)	1607 PET Support (FD)
1231 Veterans	1377 MHSAP EI (AN)	1617 Kaiser Regional (FD)
1245 Avanzando Year 2	1378 YESS-ILP (AN)	1618 HASS HOPE (FD)
1259 Lanzamiento Year 3	1437 Choral/Long (FD)	1620 Wildfire Resilience Program (FD)
1260 EDA	1438 Mahoney Supp (FD)	1622 Measure O (AN)
1269 College to Career	1445 Mary Ross (FD)	1623 Second Chance (FD)
1272 SSTEM MILES	1446 Ag Trust (FD)	1625 KAD Summer Camps (FD)
1283 HEP	1448 Doyle Library (FD)	1627 Ag Education (Alvin Hansen) (FD)
1287 CalFresh	1462 Foster Youth (FD)	1628 HOPE Student Needs (FD)
1288 CCAMPIS	1566 VRC One Time (End)	1703 Regional Cash for College (AN)
1293 CRRSA – Fund 33	1580 SEA Year 1 (AN)	1716 Umoja Com Ed Foundation (AN)
1294 HEERF	1590 SEA Year 2 (AN)	1717 SWP Regional Round 6 (End)
1295 HEERF		1718 SWP Regional Round 6 (End)

The following programs will **NOT** require liabilities:

Programs/allocations that end 6/30/2023 and have annual allocations. For any of the programs listed below, please **end** your hourly PAFs **on or before** 6/20/2023 for 13XX & 14XX or 6/9/2023 for 23XX and 24XX. Any hours after those dates should be on a new PAF with the 22/23 allocation program number.

1592 Adult Ed Block Grant 21/22	1723 Mental Health 21/22
1722 Basic Needs 21/22	1724 Student Food and Housing Support 21/22

Programs/allocations/contracts that end **prior** to 5/31/2023.

1206 HEP Carryover 21/22	1569 Innovation Award Grant
1244 Avanzando Year 1	1701 Healthy Soils
1258 Lanzamiento Year 2	1706 RJV #5
1286 CalFresh 21/22	

For questions about Categorical Programs or liabilities, please reach out to Stephanie at [sdirks@santarosa.edu](mailto:sdirks@santarosa.edu).