# HHS Business Center FY26 Calendar

**IMPORTANT NOTES**

**\*Grant Final Expense Planning:** PI/Grant Project Coordinator and Business Coordinator to meet 60 days prior to award ending to make changes on direct costs and finalizing grant award.

**\*Travel Reimbursement:** Employee must submit travel expense within 30 days of travel.

**\*Purchase Reimbursement:** Reimbursement form must be submitted within 30 days after the date of purchase.

**\*Correcting Incurred Expenses:** Request changes within 30 Days of expense made, to update funding on

**\*Non-benefited Employee Increase in Pay, Funding, Hours, Misc. Changes:** Same as Funding Change Deadline (refer to calendar).

**\*Request to Pay Employee – Additional/Grant Pay:** Same as Funding Change Deadline (refer to calendar).

| DATE | DESCRIPTION |
|------|-------------|
| **July** | |
| **1-Jul** | PTA list for Fall 2025 due (end of business day) |
| **15-Jul** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of August 16 |
| **21-Jul** | Funding Change with an effective date of August 1 |
| **August** | |
| **1-Aug** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of September 1 |
| **4-Aug** | Funding Change with an effective date of August 16 |
| **15-Aug** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of September 16 |
| **18-Aug** | Funding Change with an effective date of September 1 |
| **31-Aug** | Last day to submit Retros for grants to be payroll certified for Summer 2025 |
| **September** | |
| **2-Sep** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of October 1 |
| **2-Sep** | Funding Change with an effective date of September 16 |
| **15-Sep** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of October 16 |
| **15-Sep** | Graduate Assistantship new hire working 20 hours per week. Start date must be October 16th in order to meet Fall 2025 tuition wavier qualification |
| **24-Sep** | Funding Change with an effective date of October 1 |
| **October** | |
| **1-Oct** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of November 1 |
| **2-Oct** | Funding Change with an effective date of October 16 |
| **15-Oct** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of November 16 |
| **24-Oct** | Funding Change with an effective date of November 1 |

## November

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| **3-Nov** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of December 1 |
| **3-Nov** | Funding Change with an effective date of November 16 |
| **14-Nov** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of December 16 |
| **24-Nov** | Funding Change with an effective date of December 1 |

## December

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| **1-Dec** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of January 1 |
| **1-Dec** | PTA list for Spring 2026 due (end of business day) |
| **3-Dec** | Funding Change with an effective date of December 16 |
| **15-Dec** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of January 16 |
| **22-Dec** | Funding Change with an effective date of January 1 |
| **31-Dec** | Retros for all funding sources for Fall 2025 payroll. A Funding Change will be processed for the 12/16/25-12/31/25 pay period. |

## January

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| **1/2** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of February 1 |
| **1/5** | Funding Change with an effective date of January 16 |
| **1/15** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of February 16 |
| **1/22** | Funding Change with an effective date of February 1 |
| **1/3** | Last day to submit Retros for grants to be payroll certified for Fall 2025 |

## February

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| **2-Feb** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of March 1 |
| **5-Feb** | Funding Change with an effective date of February 16 |
| **16-Feb** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of March 16 |
| **16-Feb** | Graduate Assistantship new hire working 20 hours per week. Start date must be March 16th in order to meet Spring 2026 tuition wavier qualification |
| **23-Feb** | Funding Change with an effective date of March 1 |

## March

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| **2-Mar** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of April 1 |
| **5-Mar** | Funding Change with an effective date of March 16 |
| **16-Mar** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of April 16 |
| **23-Mar** | Funding Change with an effective date of April 1 |

## April

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| **1-Apr** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of May 1 |
| **6-Apr** | Funding Change with an effective date of April 16 |

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| **16-Apr** | New Hires (Temp Hourly, Grad Assistants, Student Hourly) with a start date of May 16 |
| **16-Apr** | Graduate Assistantship new hire working 20 hours per week for Summer. Start date must be May 16th in order to meet tuition wavier qualification. Student must work from 5/16/25-8/15/25 (per college policy). No partial |
| **23-Apr** | Funding Change with an effective date of May 1 |
| **May** | |
| **1-May** | New Hires (Temp Hourly, Grad Assistants, Student Hourly) with a start date of June 1 |
| **1-May** | Contracts for current Graduate Assistantships working full-time for Summer. Student must work at least 20 hours per week from 5/16/25-8/15/25 (per college policy). No partial waiver will be provided if GA terminates position prior to 8/15. |
| **6-May** | Funding Change with an effective date of May 16 |
| **15-May** | Request to Purchase for department funding (i.e. professional development, office supply, printing, etc.) |
| **15-May** | New Hires (Temp Hourly, Grad Assistants, Student Hourly) with a start date of June 16 |
| **22-May** | Funding Change with an effective date of June 1 |
| **31-May** | Retros for all funding sources for Spring 2026 payroll. A Funding Change will be processed for the 5/16/26-5/31/26 pay period. |
| **June** | |
| | **\*\*All items purchased must be received by June 30th in order to be charged on FY26 funding (all funding source).** |
| **1-Jun** | Final deadline to submit Retros for FY26 on all funding sources. **Retros received after 6/1/26 will be processed but approval from all levels is not guaranteed. Department local funding will be expensed as default funding source.** |
| **1-Jun** | Final deadline to request changes to update funding source on purchases/reimbursements that have posted to Finance. |
| **1-Jun** | New Hires (PTA, Temp Hourly, Grad Assistants, Student Hourly) with a start date of July 1 |
| **5-Jun** | Funding Change with an effective date of June 16 |
| **15-Jun** | Request to Reimburse for department funding (i.e. professional development, office supply, printing, etc.). |
| | **\*\*If travel concludes after 6/15, request must be submitted no later than July 1 (notify Business Coordinator).** |
| **15-Jun** | 6/15 – New Hires (Temp Hourly, Grad Assistants, Student Hourly) with a start date of July 16 |