

## SEAS Payroll

### ~COSTING & JOB DATA CHANGE DEADLINES FOR CALENDAR YEAR 2024~

Appointment Title/ Type	Object Code	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
<b>Research Assistants/TF's</b> (Grad students)	6140	Wed. 1/3	Tue. 2/6	Wed. 3/6	Tues. 4/2	Mon. 5/6	Wed. 6/5	Monday 7/15 to be effective for all of July	Monday 8/12 to be effective for all of August	Monday 9/9 to be effective for all of September	Monday 10/7 to be effective for all of October	Friday 11/4 to be effective for all of November	Monday 12/16 to be effective for all of December
<b>Post-Doctoral and Visiting Fellows</b>	6150, 6152, 6450 & 6452	Mon. 1/22	Fri. 2/16	Mon. 3/18	Fri. 4/19	Fri. 5/17	Wed. 6/19	Mon. 7/22	Mon. 8/19	Tues. 9/17	Mon. 10/21	Fri. 11/15	Fri. 12/6
<b>Associates, Lecturers, Preceptors, Research Scientists</b>	6030	Mon. 1/22	Fri. 2/16	Mon. 3/18	Fri. 4/19	Fri. 5/17	Tues. 6/18	Mon. 7/22	Mon. 8/19	Tues. 9/17	Mon. 10/21	Fri. 11/15	Fri. 12/6
<b>Sr &amp; Jr Faculty</b>	6010 & 6020	Mon. 1/22	Fri. 2/16	Mon. 3/18	Fri. 4/19	Fri. 5/17	Tues. 6/18	Mon. 7/22	Mon. 8/19	Tues. 9/17	Mon. 10/21	Fri. 11/15	Fri. 12/6
<b>Exempt &amp; Non-exempt Staff</b>	6050 & 6070	Friday 1/7 to be eff for all of January	Monday 2/7 to be eff for all of Feb	Monday 3/7 to be eff for all of Mar	Monday 4/4 to be effective for April	Monday 5/13 to be effective for all of May	Monday 6/10 to be effective for all of June	Monday 7/8 to be effective for all of July	Monday 8/5 to be effective for all of August	Monday 9/16 to be effective for all of September	Friday 10/11 to be effective for all of October	Friday 11/8 to be effective for all of November	Monday 12/9 to be effective for all of December

Costing changes are generally submitted via Aurora for Grad Students & Faculty. Staff costing changes are submitted via the EAF app. If you have issues submitting costing changes, please contact payroll directly at [payrollhelp@seas.harvard.edu](mailto:payrollhelp@seas.harvard.edu)