

SEAS PAYROLL
~COSTING & JOB DATA CHANGE DEADLINES FOR CALENDAR YEAR 2026

Appointment Title/ Type	Object Code	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Research Assistants/TF's (Grad students)* Deadline reflects date needed for change to be effective for entire month.	6140	Monday Jan. 12th	Monday Feb. 9th	Monday March 9th	Monday April 6th	Monday May 4th	Friday June 13th	Monday July 15th	Monday Aug. 10th	Monday Sept. 8th	Monday Oct. 5th	Monday Nov. 16th	Monday Dec. 14th
Post-Doctoral and Visiting Fellows	6150, 6152, 6450 & 6452	Friday Jan. 16th	Friday Feb. 13th	Friday March 13th	Friday April 10th	Friday May 8th	Friday June 5th	Thursday July 2nd	Friday Aug. 14th	Friday Sept. 11th	Friday Oct. 9th	Friday Nov. 6th	Friday Dec. 4th
Associates, Lecturers, Preceptors, Research Scientists	6030	Friday Jan. 16th	Friday Feb. 13th	Friday March 13th	Friday April 10th	Friday May 8th	Friday June 5th	Thursday July 2nd	Friday Aug. 14th	Friday Sept. 11th	Friday Oct. 9th	Friday Nov. 6th	Friday Dec 4th
Sr & Jr Faculty	6010 & 6020	Friday Jan. 16th	Friday Feb. 13th	Friday March 13th	Friday April 10th	Friday May 8th	Friday June 5th	Thursday July 2nd	Friday Aug. 14th	Friday Sept. 11th	Friday Oct. 9th	Friday Nov. 6th	Friday Dec. 4th
Exempt & Non-exempt Staff * Deadline reflects date needed for change to be effective for the entire month	6050 & 6070	Friday Jan. 16th	Friday Feb. 13th	Monday March 16th	Monday April 13th	Monday May 11th	Monday June 8th	Thursday July 2nd	Monday Aug. 17th	Monday Sept. 14th	Friday Oct. 9th	Monday Nov. 9th	Monday Dec. 7th

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