

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