

SEAS PAYROLL
~COSTING & JOB DATA CHANGE DEADLINES FOR CALENDAR YEAR 2025~

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. 13th	Monday Feb. 10th	Monday March 10th	Monday April 7th	Monday May 5th	Friday June 13th	Monday July 14th	Monday Aug. 11th	Monday Sept. 9th	Monday Oct. 6th	Friday Nov. 14th	Monday Dec. 15th
Post-Doctoral and Visiting Fellows	6150, 6152, 6450 & 6452	Tuesday Jan. 21st	Tuesday Feb. 18th	Wednesday March 19th	Monday April 21st	Monday May 19th	Tuesday June 17th	Tuesday July 22nd	Tuesday Aug. 19th	Wednesday Sept. 17th	Tuesday Oct. 21st	Monday Nov. 17th	Monday Dec. 8th
Associates, Lecturers, Preceptors, Research Scientists	6030	Tuesday Jan. 21st	Tuesday Feb. 18th	Wednesday March 19th	Monday April 21st	Monday May 19th	Tuesday June 17th	Tuesday July 22nd	Tuesday Aug. 19th	Wednesday Sept. 17th	Tuesday Oct. 21st	Monday Nov. 17th	Monday Dec. 8th
Sr & Jr Faculty* Deadline reflects date needed for change to be reflected for the entire month	6010 & 6020	Tuesday Jan. 21st	Tuesday Feb. 18th	Wednesday March 19th	Monday April 9th	Monday May 7th	Tuesday June 4th	Tuesday July 2nd	Tuesday July 30th	Wednesday Sept. 10th	Tuesday Oct. 8th	Monday Nov. 5th	Monday Dec. 3rd
Exempt & Non-exempt Staff * Deadline reflects date needed for change to be effective for the entire month	6050 & 6070	Friday Jan. 3rd	Friday Feb. 14th	Thursday March 13th	Friday April 11th	Thursday May 8th	Friday June 6th	Thursday July 3rd	Friday Aug. 1st	Friday Sept. 12th	Friday Oct. 10th	Thursday Nov. 6th	Monday Dec. 5th

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