

# FY26 HR KEY DATES



BOISE STATE UNIVERSITY

## 2025

<div><div>July</div><div><div>1</div><div>Start of Fiscal Year 2026</div></div><div><div>1</div><div>Parking permits due</div></div><div><div>3</div><div>CEC increases for classified and professional staff</div></div><div><div>4</div><div>Holiday</div></div><div><div>7</div><div>In-Person ONE</div></div><div><div>9</div><div>Outward Mindset review for previous cohorts.</div></div><div><div>14</div><div>Virtual ONE</div></div><div><div>18</div><div>CEC increases for admin. faculty and deans</div></div><div><div>21</div><div>HR Virtual Community Day of Learning</div></div><div><div>22 &amp; 24</div><div>Virtual Faculty ONE</div></div><div><div>July 28 - Aug. 1</div><div>Facilities Environmental Services Week</div></div><div><div>30</div><div>Virtual ONE</div></div></div>	<div><div>August</div><div><div>Reminder:</div><div>Three paydays in August; no health insurance in the third paycheck.</div></div><div><div>4</div><div>In-Person ONE</div></div><div><div>4</div><div>Remaining parking permits go on sale.</div></div><div><div>7</div><div>Last day to receive a Summer 2025 Tuition and Fee waiver.</div></div><div><div>17</div><div>Effective pay date for CEC increases for all other faculty</div></div><div><div>Aug. 18-20</div><div>New Faculty Orientation</div></div><div><div>19</div><div>Virtual ONE</div></div><div><div>20</div><div>State of the University Address/President's Picnic</div></div><div><div>22</div><div>Convocation</div></div><div><div>25</div><div>Start of Fall classes</div></div><div><div>25</div><div>Fall tuition and fee waiver deadline (no \$50 late fee).</div></div><div><div>31</div><div>In-Person ONE</div></div></div>	<div><div>September</div><div><div>Reminder:</div><div>Save leave for winter break holidays.</div></div><div><div>1</div><div>Holiday</div></div><div><div>Sept. 1-5</div><div>National Payroll Week</div></div><div><div>15</div><div>In-Person ONE</div></div><div><div>24</div><div>Virtual ONE</div></div><div><div>26</div><div>HR Professionals Day</div></div><div><div>29</div><div>In-Person ONE</div></div></div>
<div><div>October</div><div><div>Oct</div><div>Mandatory cybersecurity refresh training</div></div><div><div>1</div><div>Start of Performance Evaluation season (can turn in evals thru Feb. 27)</div></div><div><div>1</div><div>Benefits Fair</div></div><div><div>8</div><div>Supervisor 101 Training</div></div><div><div>13</div><div>In-Person ONE</div></div><div><div>16</div><div>Boss's Day</div></div><div><div>22</div><div>Virtual ONE</div></div><div><div>27</div><div>In-Person ONE</div></div><div><div>28</div><div>Mobile Mammography on campus</div></div></div>	<div><div>November</div><div><div>Reminder:</div><div>During the month of Thanksgiving, send appreciation to colleagues through <a href="#">Thank a Bronco or a handwritten note.</a></div></div><div><div>10</div><div>In-Person ONE</div></div><div><div>19</div><div>Virtual ONE</div></div><div><div>19</div><div>Boise State Tree Lighting</div></div><div><div>24</div><div>In-Person ONE</div></div><div><div>Nov. 27-28</div><div>Holidays</div></div><div><div>FYI</div><div>National Caregivers month</div></div></div>	<div><div>December</div><div><div>Reminder:</div><div>Employees to annually update contact info and beneficiaries in Bronco Hub.</div></div><div><div>Early Dec</div><div>Performance Evaluation Training for campus (4+ sessions into January)</div></div><div><div>8</div><div>In-Person ONE</div></div><div><div>10</div><div>Winter Gathering and Bronco Shop employee appreciation sale</div></div><div><div>12</div><div>Fall 2025 Tuition and Fee Waiver Final Deadline</div></div><div><div>12</div><div>Classes end</div></div><div><div>17</div><div>Virtual ONE</div></div><div><div>20</div><div>Winter Commencement</div></div><div><div>Dec. 24, 25 &amp; 31</div><div>Holidays (University closed Dec. 24 to Jan. 1)</div></div></div>

## 2026

<div><div>January</div><div><div>Reminder:</div><div>Three paydays in January; no health insurance in the third paycheck.</div></div><div><div>1</div><div>Holiday</div></div><div><div>2</div><div>Remote employees must fill out a telecommuting form each calendar year</div></div><div><div>5</div><div>In-Person ONE</div></div><div><div>12</div><div>Spring classes begin</div></div><div><div>12</div><div>Spring 2026 Tuition and Fee Waiver Due (no late fee)</div></div><div><div>14</div><div>Virtual ONE</div></div><div><div>19</div><div>Holiday</div></div><div><div>21</div><div>Virtual ONE</div></div><div><div>31</div><div>W-2s made available electronically or mailed to employees</div></div><div><div>TBD</div><div>Boise State Summit</div></div></div>	<div><div>February</div><div><div>2</div><div>Years of Service sent to divisions for verification</div></div><div><div>2</div><div>In-Person ONE</div></div><div><div>11</div><div>Virtual ONE</div></div><div><div>16</div><div>Holiday</div></div><div><div>18</div><div>Virtual ONE</div></div><div><div>27</div><div>Performance Evals due for staff (when March 1 is on a weekend, evals are due the Friday prior)</div></div><div><div>27</div><div>Years of Service verification back to HR</div></div></div>	<div><div>March</div><div><div>March</div><div>Nominations will open for ACE Outstanding Employee of the year and PSA employee of the year.</div></div><div><div>To Be Announced</div><div>CEC Snapshot Day</div></div><div><div>1</div><div>Mandatory trainings launched (linked to CEC)</div></div><div><div>1</div><div>Years of Service verification back to HR</div></div><div><div>2</div><div>In-Person ONE</div></div><div><div>11</div><div>Virtual ONE</div></div><div><div>16</div><div>In-Person ONE</div></div><div><div>Mar. 16-20</div><div>Spring break</div></div><div><div>23</div><div>Shared Leadership applications for 2026-28 begin to be accepted.</div></div><div><div>30</div><div>In-Person ONE</div></div><div><div>31</div><div>Mandatory trainings due</div></div></div>
<div><div>April</div><div><div>To Be Announced</div><div>Open Enrollment</div></div><div><div>8</div><div>Virtual ONE</div></div><div><div>13</div><div>In-Person ONE</div></div><div><div>Apr. 20-24</div><div>Employee Appreciation Week (celebrate your employees with years of service)</div></div><div><div>22</div><div>Administrative Professionals Day</div></div><div><div>27</div><div>In-Person ONE</div></div></div>	<div><div>May</div><div><div>May/June</div><div>Approved CEC announced</div></div><div><div>To Be Announced</div><div>Open Enrollment</div></div><div><div>1</div><div>Spring 2025 Tuition and Fee Waiver Final Deadline</div></div><div><div>1</div><div>Classes end</div></div><div><div>6</div><div>Virtual ONE</div></div><div><div>9</div><div>Commencement</div></div><div><div>11</div><div>In-Person ONE</div></div><div><div>25</div><div>Holiday</div></div><div><div>27</div><div>Virtual ONE</div></div><div><div>FYI</div><div>May is Mental Health Awareness month</div></div></div>	<div><div>June</div><div><div>May/June</div><div>Approved CEC announced</div></div><div><div>3</div><div>Virtual ONE</div></div><div><div>8</div><div>In-Person ONE</div></div><div><div>19</div><div>Holiday</div></div><div><div>22</div><div>In-Person ONE</div></div></div>