FY25 HR KEY DATES

2024

July
1 Start of Fiscal Year/FY25 CEC Increases begin
1 Parking permits due
3 Virtual ONE
4 Holiday
8 In-Person ONE
18 Outward Mindset review for previous cohorts.
22 In-Person ONE
23 (9-11am): Virtual Faculty ONE
25 (2-4pm): Virtual Faculty ONE
31 Virtual ONE

August
5 In-Person ONE
11 Last day to receive a Summer 2024 Tuition and Fee waiver.
14 President’s State of the University Address and President’s Picnic
16 Convocation
19 In-Person ONE
19 Start of Fall classes
19 Fall 2024 Tuition and Fee Waiver Due (no late fee)
Reminder:
Three paydays in August; no health insurance in the third paycheck.
28 Virtual ONE

September
2 Holiday - Labor Day
Sept. 2-6 National Payroll Week
Reminder:
Save leave for winter break holidays.
16 In-Person ONE
25 Virtual ONE
26 HR Professionals Day
30 In-Person ONE

October
1 Start of Performance Evaluation season (can begin turning in evals thru Mar. 1)
3 Benefits Fair
14 In-Person ONE
16 Boss’s Day
23 Virtual ONE
28 In-Person ONE
Oct./Nov
Fall cybersecurity training

November
11 In-Person ONE
20 Virtual ONE
25 In-Person ONE
Nov. 28-29 Holidays
Reminder:
During the month of Thanksgiving, send appreciation to colleagues through Thank a Bronco or a handwritten note.
FYI
National Caregivers month
Oct./Nov
Fall cybersecurity training

December
1 ORP Retirement program moving to Fidelity (from TIAA and Corebridge).
4 Boise State Tree Lighting
6 Classes end
9 In-Person ONE
10 Winter Gathering and Bronco Shop employee appreciation sale
Reminder:
Employees to annually update contact info and beneficiaries in Bronco Hub.
14 Winter Commencement
18 Virtual ONE
Dec. 24-31 Holidays

2025

January
1 Holiday
2 Remote employees must fill out a telecommuting form each calendar year
6 In-Person ONE
13 Spring classes begin
15 Virtual ONE
20 Holiday
20 In-Person ONE
Reminder:
Three paydays in January; no insurance pulled in third paycheck.
31 W-2s made available electronically (or mailed) to employees

February
3 Years of Service sent to divisions for verification
3 In-Person ONE
12 Virtual ONE
17 Holiday

March
Nominations will open for ACE Outstanding Employee of the year and PSA employee of the year.
To Be Determined
CEC Snapshot Day
1 Mandatory trainings launched (linked to CEC)
1 Performance Eval due for staff.
1 Years of Service verification back to HR
3 In-Person ONE
12 Virtual ONE
17 In-Person ONE
Mar. 17-21 Spring break
17 Shared Leadership applications for 2025-27 begin to be accepted.
31 Mandatory trainings due
31 In-Person ONE

April
9 Virtual ONE
Apr. 12-25 Employee Appreciation Week
14 In-Person ONE
24 Administrative Professionals Day
28 In-Person ONE
April/May
Open Enrollment Event and End of Open Enrollment (Dates to be announced)

May
May/June
Approved CEC announced
2 Classes end
7 Virtual ONE
10 Commencement
12 In-Person ONE
26 Holiday
26 In-Person ONE
FYI
May is Mental Health Awareness month
April/May
Open Enrollment Dates to be announced.

June
May/June
Approved CEC announced
4 Virtual ONE
9 In-Person ONE
19 Holiday
23 In-Person ONE