

FY25 HR KEY DATES



BOISE STATE UNIVERSITY

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 Evals 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