SFY 2026 Admin Overhead Charge Codes and Descriptions			
Project #	**Project Name**	**Subtasks**	**Description of codes and sample tasks**
AO26.50	General and Administrative		Day to day operations of the agency that may not be tied to a specific project.
	01	Group Coordination (non-project related)	General group or cross group coordination including managers/leadership coordination meetings, monitoring staff time and resources, assisting team members on non-project specific issues.
	02	Administrative	Leadership, finance, and operations staff time on agency activities.
	03	Budget and Resource Planning	Development of annual operating budget and planning for staff resources
	04	Other (provide comments)	Time for all-staff meetings, all-staff events, office closure, etc. There will be a clear indication/authorization of when to use this code.
A026.51	Personnel and HR Activities		
	01	Recruitment	Staff time spent on recruitment activities and being part of the interview team
	02	Onboarding/Offboarding	Time spent on HR and group administrative tasks, typically for the new employee's first week and last week of employment. Project-related onboarding should be charged to projects.
	03	Training	Conflict of interest, sexual harrassment, project management, supervisory, leadership, DEI, communications, cyber security, and other similar trainings
	04	Evaluations	Time spent on preparing for and discussing performance assessments, employee development plans, and supervisor feedback.
	05	Other (provide comments)	Conflict resolution, inquiries regarding benefits, etc.
	06	Staff Engagement Events	Staff time spent on agency engagement events such as info sessions, project sharing, etc.
AO26.52	Work Scope Development		Time spent on work scope development. This could include meeting with staff for idea generation, resource planning, etc. Provide the name of the project in the comments box.
AO26.53	Internal Communications		Internal newsletters, blogs, other communications about agency activities, and intranet maintenance.
AO26.54	Project Archiving		Time spent on archiving inactive projects. Time spent on archiving active projects should be charged to the project.
AO26.55	Working Groups/Cohorts		Time spent on preparing for and/or attending various working group meetings.
	01	Exhibit Builder Tool Working Group	
	02	DEIA Working Group	
	03	Project Management Working Group	
	04	New Hire Cohort	
	05	Website Redesign Working Groups	
	06	Multi-year Plans	
	07	Accessible Document Review Project	
AO26.56	Grant Coordination and Application		Preparing materials and attending meetings related to grant opportunities.
	01	Coordination Meeting	
Effective July 1, 2025			
Updated September 15, 2025			