



## reviewcalendars



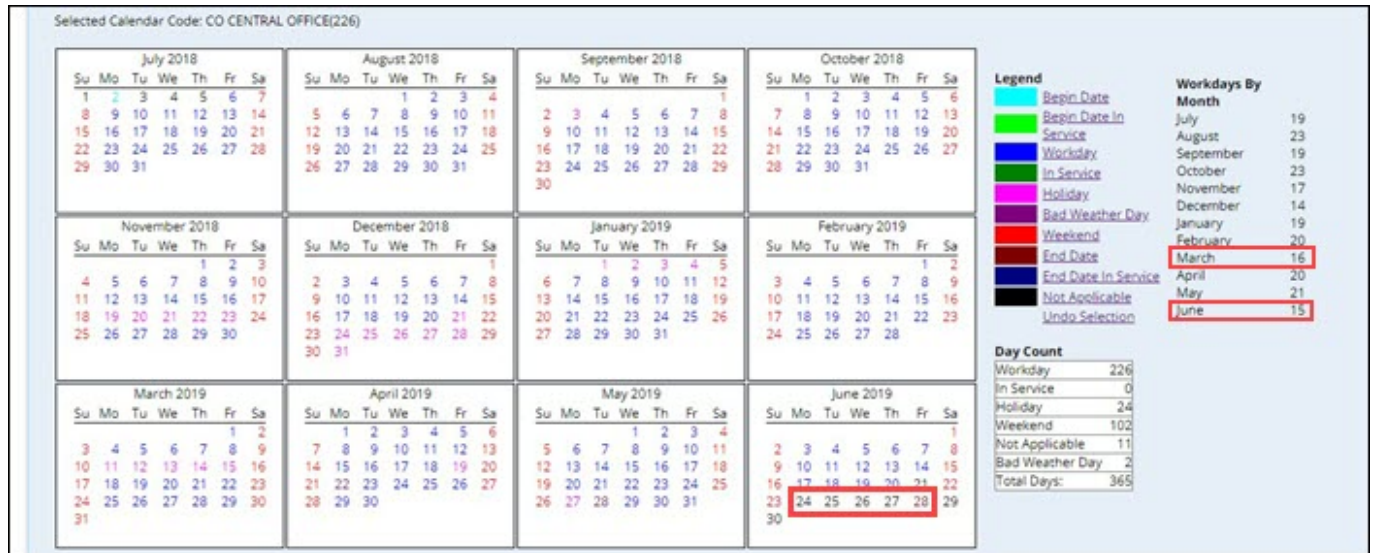
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Before calculating a payoff in the system, it is important to consider any non-work days that the employee may have used. The following example is for an employee who works 226 days per year. When the calendar is created, any non-work days are entered as Not Applicable as there is no way of knowing when the employee will use non-work days. These days may be entered at the end of the school year.

In this example, for Calendar Code CO, the begin date is July 2, 2018 and the end date is June 28, 2019. June 24-27 are black indicating that Not Applicable was selected.



If the employee used three non-work days (March 18, 19, and 20), those days need to be identified in the system since employees are not paid for non-work days. Additionally, it is important to temporarily mark June 24, 25, and 26 as workdays (blue) while calculating this payoff, and change March 18, 19, and 20 to Not Applicable (black). In the following payoff example, the employee's last day of work is April 5th so the workdays in June are not considered for the payoff since no days were worked in June.

