calendar_info

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Calendar Cd	Type the calendar code, or click ⋮ to select the two-digit code identifying the calendar for the employee. The calendar indicates the dates of the employee's work days and holidays. This field relates to the School Calendar table built with the holidays, in-service days, and work days for various LEA employees.
Begin Date	Required TRS reporting field. This field is automatically populated based on the selected calendar. If a calendar is not selected, type the beginning date for the calendar in the MMDDYYYY format. This field is required for all pay types.
End Date	Required TRS reporting field. This field is automatically populated based on the selected calendar. If a calendar is not selected, type the ending date for the calendar in the MMDDYYYY format. This field is required for all pay types.
# of Days Empld	PEIMS Reporting Element Type the actual number of at-work days within the school year the employee is scheduled to work in the LEA for the selected calendar. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. If an employee does not work the same amount of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported. If a workday calendar is set up on Tables > Workday Calendars, the field is set according to the selected calendar. If a calendar is not set up, the field is determined by the **Begin Date** and **End Date** fields on the Job Info tab, or can be manually entered.
Exclude Days for TEA	Select to exclude the number of days employed for the selected job from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.
Years Job Exp	Type the number of years of job experience the employee has for the selected job. The field can be a maximum of two digits. This is a local-use field.
Local Contract Days	Type the number of days an employee is required to work in the selected job in order to meet district contract requirements. The field can be a maximum of three digits, is user-defined, is not used in calculations, and can be updated on the Utilities > Mass Update page. This field is displayed on the HRS1650 - Employee Salary Information and User Created reports. This is a local-use field.