



**step30**



## Table of Contents

<b>step30</b>	.....	i
---------------	-------	---



Copy the TR calendar from next year payroll to the current year, or delete and create the TR calendar in the current year payroll to reflect the new fiscal year of September through August.

Use one of the following steps to complete this step:

### In the next year pay frequency:

Use the [Human Resources > Next Year > Copy Next Year Tables|Copy NYR Tables to CYR](#) page to copy the TR calendar.

#### Image

The screenshot shows a list of tables to be copied. The 'School Calendar' table is circled in red, and a red arrow points to the 'Execute' button. The 'Execute' button is located in the top right corner of the list area.

Copy Next Year Tables		
Title		
Accrual Calendar	<input type="text"/>	...
Extra Duty Pay	<input type="text"/>	...
Hourly / Daily Salary	<input type="text"/>	...
Job Code	<input type="text"/>	...
Local Annual Salary	<input type="text"/>	...
Midpoint Salary	<input type="text"/>	...
<b>School Calendar</b>	<input type="text" value="TR"/>	<input checked="" type="checkbox"/>
State Minimum Salary	<input type="text"/>	...
Substitute Salary	<input type="text"/>	...
Workers' Compensation Rates	<input type="text"/>	...

- To only include the TR calendar, click  for the **School Calendar**. The School Calendars list is displayed.
- Select only the TR calendar.
- Click **OK**.
- Click **Execute**. A preview report is displayed.
- Verify that the TR calendar is the only table listed on the report.
- Click **Process**. A message is displayed indicating the process was successful.
- Click **OK**.

### In the current year pay frequency:

Use the [Human Resources > Tables > Workday Calendars > Delete School Calendar](#) tab to delete the prior year TRS calendar.

#### Image



The screenshot shows the 'Workday Calendars' page. At the top, there is a 'Save' button. Below it is a horizontal menu with four options: 'School Calendar', 'Accrual Calendar', 'Copy School Calendar', and 'Delete School Calendar'. Underneath the menu is a 'Reset' button. The main content area displays a table of workday calendars. The table has columns for 'Calendar Code', 'Calendar Description', and three frequency columns: 'Freq D', 'Freq E', and 'Freq F'. The data in the table is as follows:

Calendar Code	Calendar Description	Freq D	Freq E	Freq F
11	11 MONTH CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	12 MONTH CONTRACT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TE	TEACHING STAFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TR	TRS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select the TRS calendar and click **Save**.

After the prior year TRS calendar is deleted, add the current year TRS calendar using the [Human Resources > Tables > Workday Calendars > School Calendar](#) tab.

Click **+Add**.

Enter the start year (2019) and start month (09).

All LEAs will have a TRS year of 09-01-2018 to 08-31-2019.

The dates for holidays, work days, and bad weather days are specific to the LEA.

**Screenshot**