



# step30



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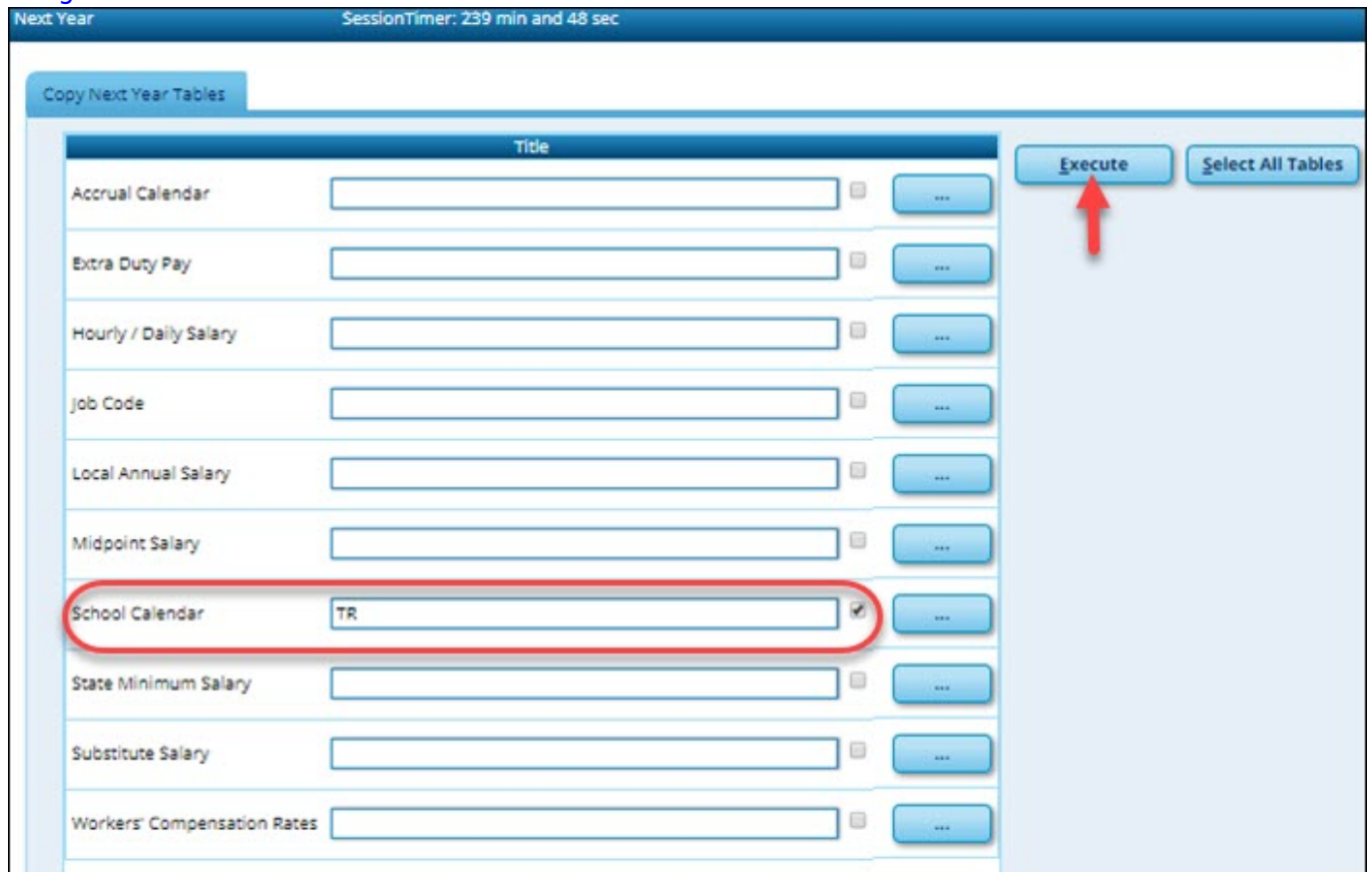
Copy the TR calendar from next year payroll to the current year, or delete and create the TR calendar in the current year payroll to reflect the new fiscal year of September through August.


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



- 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

Tables > Workday Calendars

Save

School Calendar | Accrual Calendar | Copy School Calendar | Delete School Calendar

Reset

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

Tables > Workday Calendars

Save

School Calendar | Accrual Calendar | Copy School Calendar | Delete School Calendar

Calendar Code	Calendar Description	Actual Workdays
A	221 ADMIN - DOI	
B	169 BUS DRIVER - DOI	
BD	11 MO-ASST BAND DIR	202
C	197 COACH - DOI	
C1	late start 8/7	
CN	11 MO COUNSELORS	202
DA	NCAEP ADMIN	
E	11 MTH-DOI -SUM SCH	
E1	late start 8/7	
L	LIBRARIAN 10.5 MO	
M	231 MAINTENANCE	
N	NCAEP TEACHER	
RA	ROBERT ALLEN	365
S	202 SECRETARY	
T	183 TCRS/AIDES/CAFE	
T1	late start 8/17	
T2	late start 8/14	
T9	182 TCR/AIDES/CAFE	
TR	18-19 TRS CALENDAR	

Print

+ Add

Start Year (YYYY) 2019  
Start Month (MM) 09

Set Calendar

Type the start year (2018) and start month (09).

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

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

