



**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

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

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"/>	<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**.

[Image](#)

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)  Start Month (MM)

**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.

### Image

Selected Calendar Code: TR 18-19 TRS CALENDAR

September 2018	October 2018	November 2018	December 2018
Su Mo Tu We Th Fr Sa			
1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
8 9 10 11 12 13 14	8 9 10 11 12 13 14	8 9 10 11 12 13 14	8 9 10 11 12 13 14
15 16 17 18 19 20 21	15 16 17 18 19 20 21	15 16 17 18 19 20 21	15 16 17 18 19 20 21
22 23 24 25 26 27 28	22 23 24 25 26 27 28	22 23 24 25 26 27 28	22 23 24 25 26 27 28
29 30 31	29 30 31	29 30 31	29 30 31

  

January 2019	February 2019	March 2019	April 2019
Su Mo Tu We Th Fr Sa			
1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
13 14 15 16 17 18 19	13 14 15 16 17 18 19	13 14 15 16 17 18 19	13 14 15 16 17 18 19
20 21 22 23 24 25 26	20 21 22 23 24 25 26	20 21 22 23 24 25 26	20 21 22 23 24 25 26
27 28 29 30 31	27 28 29 30 31	27 28 29 30 31	27 28 29 30 31

  

May 2019	June 2019	July 2019	August 2019
Su Mo Tu We Th Fr Sa			
1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
12 13 14 15 16 17 18	12 13 14 15 16 17 18	12 13 14 15 16 17 18	12 13 14 15 16 17 18
19 20 21 22 23 24 25	19 20 21 22 23 24 25	19 20 21 22 23 24 25	19 20 21 22 23 24 25
26 27 28 29 30 31	26 27 28 29 30 31	26 27 28 29 30 31	26 27 28 29 30 31

**Legend**

- Workday
- Begin Date
- Begin Date In Service
- Weekend
- In Service
- Holiday
- Bad Weather Day
- End Date
- End Date In Service
- Not Applicable
- Unknown Selection

**Workdays By Month**

Month	Days
September	19
October	17
November	14
January	18
February	19
March	16
April	20
May	22
June	20
July	23
August	22

**Day Count**

Day Type	Count
Workday	233
In Service	0
Holiday	24
Weekend	102
Not Applicable	4
Bad Weather Day	2
Total Days	365