



step30

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step30 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 web application interface titled 'Next Year' with a session timer of 239 min and 48 sec. The main heading is 'Copy Next Year Tables'. Below this is a table with columns for 'Title', a selection checkbox, and a '...' button. The rows are: Accrual Calendar, Extra Duty Pay, Hourly / Daily Salary, Job Code, Local Annual Salary, Midpoint Salary, School Calendar (highlighted with a red oval and containing 'TR'), State Minimum Salary, Substitute Salary, and Workers' Compensation Rates. To the right of the table are two buttons: 'Execute' (with a red arrow pointing to it) and 'Select All Tables'.

- 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**.

[Image](#)

Tables > Workday Calendars

Save 

School Calendar **Accrual Calendar** Copy School Calendar Delete School Calendar

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

[Image](#)

TR 18-19 TRS CALENDAR 233

Selected Calendar Code: TR 18-19 TRS CALENDAR

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

| January 2019 | February 2019 | March 2019 | April 2019 |
|----------------------|----------------------|-------------------------|----------------------|
| Su Mo Tu We Th Fr Sa | Su Mo Tu We Th Fr Sa | Su Mo Tu We Th Fr Sa | Su Mo Tu We Th Fr Sa |
| 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 |
| 9 10 11 12 13 14 15 | 9 10 11 12 13 14 15 | 9 10 11 12 13 14 15 | 7 8 9 10 11 12 13 |
| 16 17 18 19 20 21 22 | 16 17 18 19 20 21 22 | 16 17 18 19 20 21 22 | 14 15 16 17 18 19 20 |
| 23 24 25 26 27 28 29 | 23 24 25 26 27 28 | 23 24 25 26 27 28 29 30 | 21 22 23 24 25 26 27 |
| 30 31 | 30 31 | 31 | 28 29 30 |

| May 2019 | June 2019 | July 2019 | August 2019 |
|----------------------|----------------------|----------------------|----------------------|
| Su Mo Tu We Th Fr Sa | Su Mo Tu We Th Fr Sa | Su Mo Tu We Th Fr Sa | Su Mo Tu We Th Fr Sa |
| 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 7 8 | 1 2 3 4 5 6 | 1 2 3 |
| 9 10 11 12 13 14 15 | 9 10 11 12 13 14 15 | 7 8 9 10 11 12 13 | 4 5 6 7 8 9 10 |
| 16 17 18 19 20 21 22 | 16 17 18 19 20 21 22 | 14 15 16 17 18 19 20 | 11 12 13 14 15 16 17 |
| 23 24 25 26 27 28 29 | 23 24 25 26 27 28 29 | 21 22 23 24 25 26 27 | 18 19 20 21 22 23 24 |
| 30 31 | 30 31 | 28 29 30 31 | 25 26 27 28 29 30 31 |

Legend

- Begin Date
- Begin Date In Service
- Exclude
- Weekday
- In Service
- Holiday
- Bad Weather Day
- Weekend
- End Date
- End Date In Service
- Not Applicable
- Link Selection

Workdays By Month

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

Day Count

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