



step30

Table of Contents

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.

The screenshot shows a web application interface titled 'Copy Next Year Tables'. At the top, it says 'Next Year' and 'SessionTimer: 239 min and 48 sec'. Below the title bar, there's a list of tables to be copied. Each row has a 'Title' field, a checkbox, and a '...' button. The 'School Calendar' row is highlighted with a red circle, and its 'Title' field contains 'TR'. To the right of the list are two buttons: 'Execute' and 'Select All Tables'. A red arrow points to the 'Execute' button.

Title	Checkbox	...
Accrual Calendar	<input type="checkbox"/>	...
Extra Duty Pay	<input type="checkbox"/>	...
Hourly / Daily Salary	<input type="checkbox"/>	...
Job Code	<input type="checkbox"/>	...
Local Annual Salary	<input type="checkbox"/>	...
Midpoint Salary	<input type="checkbox"/>	...
School Calendar	<input checked="" type="checkbox"/>	...
State Minimum Salary	<input type="checkbox"/>	...
Substitute Salary	<input type="checkbox"/>	...
Workers' Compensation Rates	<input type="checkbox"/>	...

- 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.

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
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 LEA specific.

