



pmisssetup_step3

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All positions must be tied to a school calendar code. Existing school calendar codes can be used. If there are positions that do not follow the existing calendar codes, you can add new calendar codes.

It is important to remember that the begin and end dates must match the calendar. For example, when entering begin and end dates, many LEAs use July 1 through June 30 for 12-month employees. If July 1 and/or June 30 fall on a weekend and your calendar has a begin date of July 2, the begin date you upload for this employee should reflect July 2.