



## **pmisssetup\_step3**



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Human Resources > Tables > Workday Calendars > School Calendar

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 that the begin and end dates match the calendar. For example, when entering begin and end dates, many LEAs use 7/1-6/30 for 12-month employees. If 7/1 and/or 6/30 fall on a weekend and your calendar has a begin date of 7/2, then the employee's begin date should be 7/2.

Image

Tables > Workday Calendars
SessionTimer: 239 min

Save

School Calendar
Accrual Calendar
Copy School Calendar
Delete School Calendar

	Calendar Code	Calendar Description	Actual Workdays
🔍	BD	Bus Driver	177
🔍	BM	212 Days	212
🔍	BS	260 (7/1 start)	260
🔍	CF	207 late start	
🔍	CO	226 STAFF	226
🔍	DC	217 DAY CARE	217
🔍	FS	Food Service	177
🔍	LS	207 Late Start	207
🔍	MT	260 M & O	261
🔍	NC	197 LIBRARY AIDES	197
🔍	PC	220 Admin	220
🔍	PR	207 Staff	207
🔍	SP	226 SUPER	226
🔍	TC	187 Staff	187
🔍	TR	TRS WORKDAYS	187
+ Add			

Print