



## **pmisssetup\_step3**



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Image

Tables > Workday Calendars SessionTimer: 239 min

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	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

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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 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.