



## Create calendars



# Table of Contents

**Create calendars** ..... i



# Update school calendar

[Personnel > Tables > Workday Calendars > School Calendar](#)

Only complete this step if it is applicable to your LEA. **All LEA's must create a TR calendar.**

Selected Calendar Code: TR TR CALENDAR - Frequency: F

August 2026							September 2026							October 2026							November 2026									
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			1	2	3	4	5						1	2	3			1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14			
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21			
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28			
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30											
30	31																													

  

December 2026							January 2027							February 2027							March 2027												
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						1	2							1	2	3	4	5	6			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13						
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20						
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27						
27	28	29	30	31	24	25	26	27	28	29	30	28	28	29	30	31																	

  

April 2027							May 2027							June 2027							July 2027											
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						1							1	2	3	4	5						1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10					
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17					
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24					
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31									

  

Legend		Workdays By Month	
<span style="color: cyan;">■</span>	Begin Date	August	21
<span style="color: green;">■</span>	Begin Date In Service	September	22
<span style="color: blue;">■</span>	Workday	October	22
<span style="color: purple;">■</span>	In Service	November	21
<span style="color: magenta;">■</span>	Holiday	December	23
<span style="color: red;">■</span>	Bad Weather Day	January	21
<span style="color: black;">■</span>	Weekend	February	20
<span style="color: red;">■</span>	End Date	March	23
<span style="color: blue;">■</span>	Find Date In Service	April	22
<span style="color: black;">■</span>	Not Applicable	May	21
<span style="color: green;">■</span>	Undo Selection	June	22
		July	22

  

Day Count	
Workday	260
In Service	0
Holiday	0
Weekend	105
Not Applicable	0
Bad Weather Day	0
<b>Total Days:</b>	<b>365</b>

Create school calendars to accommodate the varied number of days employees work at the LEA. The calendar is used on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to calculate the **Number of Days Employed** field if the beginning and ending contract dates are entered.

- Create calendars with the same calendar code as the current year to avoid having to update the calendar code on the individual employee's job info record.
- Select the calendar to be updated.

Tables > Workday Calendars Personnel

Save

○	F	E	LIBRARY AIDE/CAFE
○	F	EE	BUZBEE
○	F	F	CAFETERIA
○	F	G	GIRLS HEAD BB COACH
○	F	H	BUS
○	F	I	CAFETERIA MGR
○	F	J	VO AG AIDE
○	F	K	HOURLY
○	F	L	PRINCIPALS
○	F	M	AD
○	F	N	MEDFORD
○	F	O	SUPERINTENDENT
○	F	P	PEUGH
○	F	Q	VO AG 2
○	F	R	BUSINESS MANAGER
○	F	S	ELEM COUNSELOR
○	F	SJ	SUMMER SCHOOL
○	F	SS	SUMMER SCHOOL
○	F	TR	TR CALENDAR

Add

Start Year (YYYY)

Start Month (MM)

Set Calendar

<b>Start Year</b>	Type the starting calendar year in the YYYY format.
<b>Start Month</b>	Type the starting calendar month in the MM format (e.g., 07 for July).

Click **Set Calendar** to display the calendar. The calendar is rearranged to begin with the entered starting month.

Selected Calendar Code: A TEACHER - Frequency: 6

August 2025							September 2025							October 2025							November 2025							
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	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30	31	23	24	25	26	27	28	29		
24	25	26	27	28	29	30	28	29	30													30						
31																												

  

December 2025							January 2026							February 2026							March 2026						
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		1	2	3				1	2	3	4	5	6	7	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31								29	30	31				

  

April 2026							May 2026							June 2026							July 2026						
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				1	2					1	2	3	4	5	6	1	2	3	4					
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31		

  

Legend		Workdays By Month	
<span style="color: cyan;">■</span>	Begin Date	August	16
<span style="color: green;">■</span>	Begin Date In Service	September	21
<span style="color: blue;">■</span>	Workday	October	21
<span style="color: purple;">■</span>	In Service	November	15
<span style="color: magenta;">■</span>	Holiday	December	15
<span style="color: red;">■</span>	Bad Weather Day	January	14
<span style="color: orange;">■</span>	Weekend	February	20
<span style="color: brown;">■</span>	End Date	March	17
<span style="color: darkred;">■</span>	End Date In Service	April	21
<span style="background-color: black; color: black;">■</span>	Not Applicable	May	14
<span style="color: green; text-decoration: underline;">■</span>	Undo Selection	June	0
		July	0

  

Day Count	
Workday	174
In Service	0
Holiday	30
Weekend	82
Not Applicable	77
Bad Weather Day	2
Total Days:	365

**It is recommended** that you build the calendar with the greatest number of days worked first, and then use the Copy School Calendar tab to build other calendars by making modifications to the original.



- For TRS purposes, a TR calendar with a calendar code of **TR** must be created for all available workdays beginning 09/01. (**TIP:** If 9/01 falls on a weekend day, select the first working day of the month.) The TR calendar is used to populate the number of days worked on the RP report for employees who are not assigned to a school calendar
- For TRS purposes, all TRS retirees' contract days must begin on the first day of the month and end on the last day of the month.

[Payroll > Tables > Accrual Calendars > Accrual Calendar](#)

Tables > Accrual Calendars

Save

**ACCRUAL CALENDAR**

Retrieve Print

Delete	Details	Accrual Code	Total Days Worked
		A	0.0

+ Add

Delete	Pay Date	Days Worked
	09-15-2021	0.00
	09-30-2021	0.00
	10-15-2021	0.00
	10-29-2021	0.00
	11-15-2021	0.00
	11-30-2021	0.00
	12-15-2021	0.00
	12-31-2021	0.00
	01-14-2022	0.00
	01-31-2022	0.00
	02-15-2022	0.00
	02-28-2022	0.00
	03-15-2022	0.00
	03-31-2022	0.00
	04-15-2022	0.00
	04-29-2022	0.00
	05-13-2022	0.00
	05-31-2022	0.00

+ Add

Create accrual calendars to accommodate the varied number of days employees work at the LEA. The calendar is used on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to calculate the **Accrual Rate** when the calendar code is entered in the **Accrual Info** section.

Verify that the calendar code reflects the actual number of days the employee will work for the new school year; otherwise, the salary amount that should accrue over the school year will be incorrect.

- You can use the school calendar created in the previous step to get the actual workdays by month.
- If you have not set up a budget for the 2021-2022 school year, you can only enter pay dates through the 2021 calendar year. If the Budget is set up for the 2021-2022 school year, you can enter 2022 pay dates in these fields.

**Note:** This table can be updated after the move to current. All pay dates should be entered even if zero days are accrued (e.g., summer months).