

Create calendars

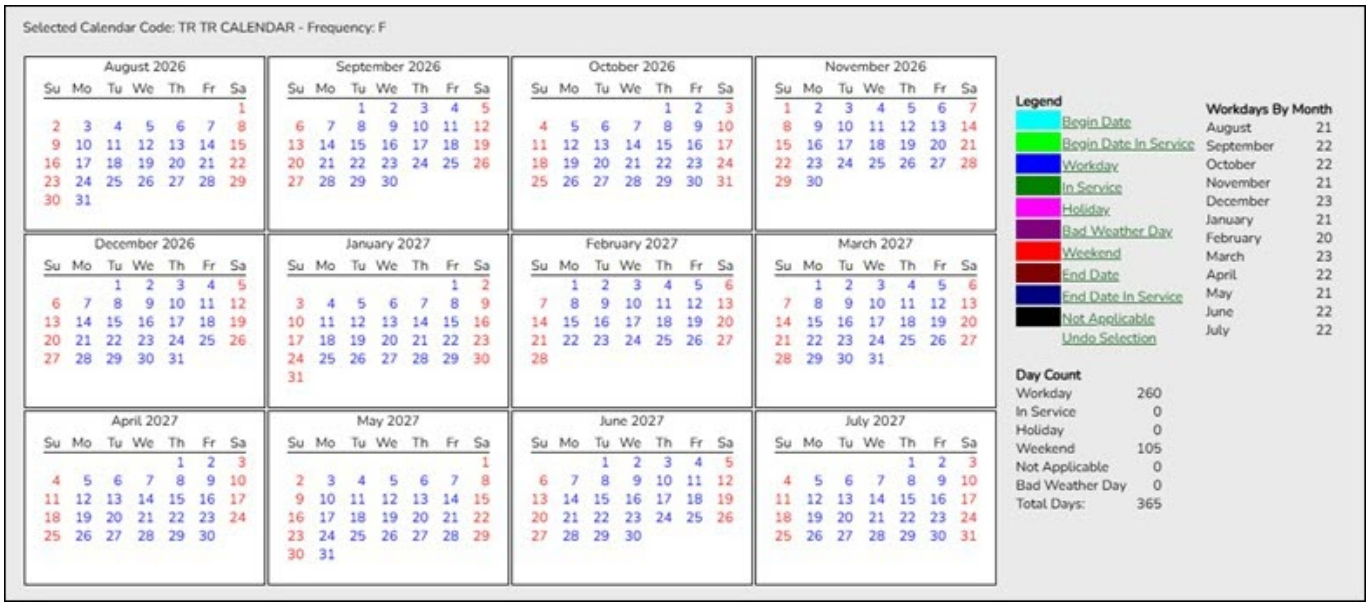
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Update school calendar

Personnel > Tables > Workday Calendars > School Calendar

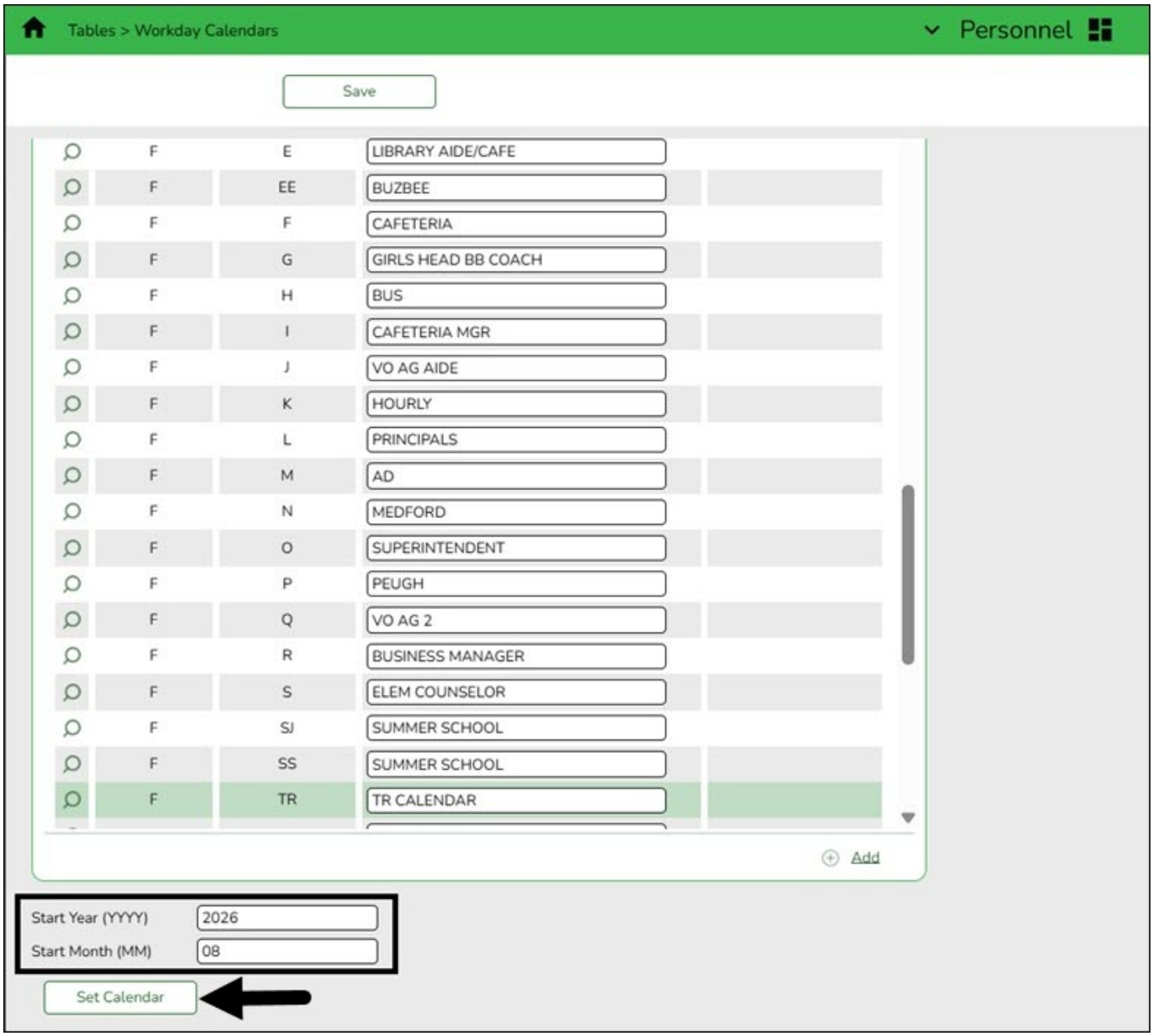
Only complete this step if it is applicable to your LEA. **All LEA's must create a TR calendar**.



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.

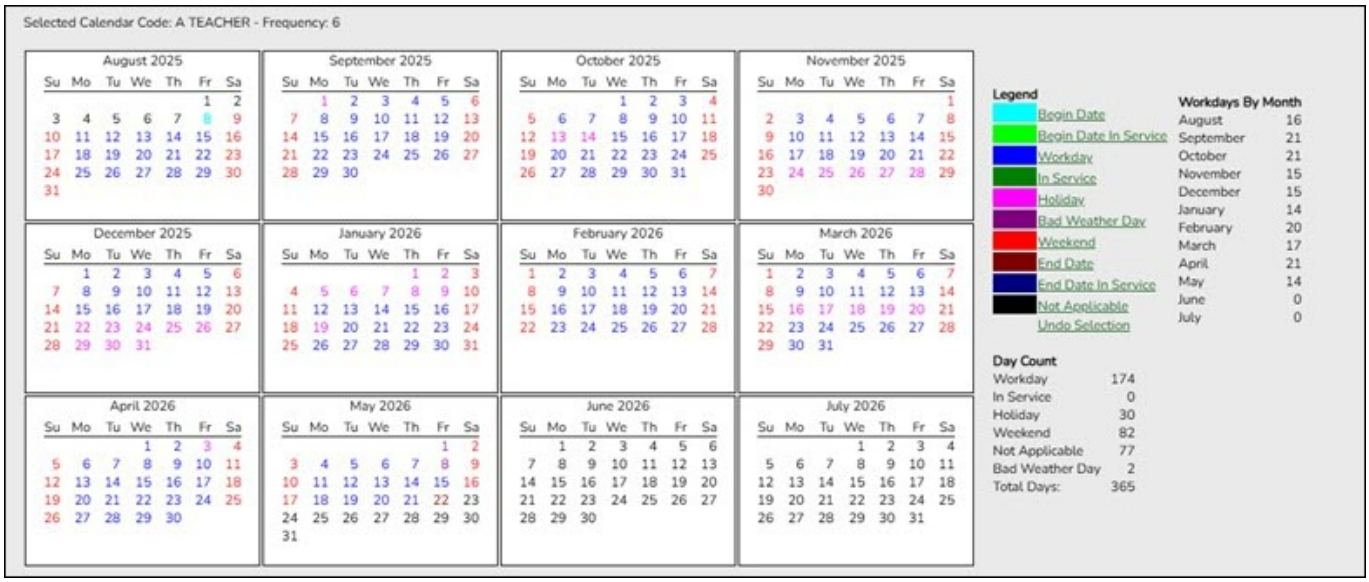
❑ Create calendars with the same calendar code as the current year to avoid having to update the calendar code on the individual employee's job info record.

❑ Select the calendar to be updated.



Start Year	Type the starting calendar year in the YYYY format.
Start Month	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.



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.

IMPORTANT:

- 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.