

schoolcalendar

Table of Contents

schoolcalendar i
School Calendar - HRS2700 1

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Human Resources > Tables > Workday Calendars > School Calendar

This tab is used to create calendars to be used in automatically calculating the number of days employees will work when contract begin and end dates are entered on the Pay Info tab of the Staff Job/Pay page. The calendar displays the employee workdays, start of school, in-service sessions, and holidays for the entire school year.

When creating a new calendar, all days between the begin and end dates, except the weekend dates that are defaulted to red, are assumed to be workdays. Days that are selected as holidays are deducted from the workdays, and in-service days are displayed separate from work days. The number of workdays and the in-service days represent the total number of days employed. When creating school calendars for the first time, create the longest calendar (260 workdays) first, and then copy that calendar to create and modify subsequent calendars.

Set up the school calendar:

Click on a specific row to view an existing calendar.

Click **+Add** to add a row.

Field	Description
Calendar Code	Type the two-character, locally assigned code (e.g., 01) for the calendar.
Calendar Description	Type the description for the calendar (e.g., Administration, Bus Drivers). The field can be a maximum of 20 characters.
Actual Workdays	Displays the actual workdays and is automatically populated.

Click **Save**.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.