

School Calendar - HRS2700

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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**.

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.

❑ In the first month of the calendar, select the first day of school on the calendar. Then, under **Legend**, click **Begin Date**. The day on the calendar changes to the **Begin Date** legend color.

- Under **Workdays By Month**, the current total of workdays for each month is displayed. The first month of the legend corresponds with the first month of the school calendar.
- Under **Day Count**, the current total of each type of day (e.g., Holiday) is added to the calendar.
- Select holidays, in-service days, and workday exceptions for the appropriate months in the school year. The **Workdays By Month** and **Day Count** sections are updated accordingly.
- In the last month of the calendar, select the end date, which represents the last working day for

that calendar.

❑ Click **Save**.

Other functions and features:

	View an existing calendar. Click to view an existing calendar.
Print	Print calendar data. Click to print calendar data. The following Workday Calendar selections are displayed: In the drop down, select a calendar code to be included. **Specific School Calendar** - prints only the tab page currently open. **All School Calendars** - prints all the school calendars. **Accrual Calendar** - prints only the accrual calendar. **Print Colors** - prints calendars on a color printer. Select an option and click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.