step30

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Copy the TR calendar from next year payroll to the current year, or delete and create the TR calendar in the current year payroll to reflect the new fiscal year of September through August.

Use one of the following steps to complete this step:

In the next year pay frequency:

❑ Use the Payroll > Next Year > Copy NYR Tables to CYR > Copy Next Year Tables page to copy the TR calendar.

- To only include the TR calendar, click ⋮ for the **School Calendar**. The School Calendars list is displayed.
- Select only the TR calendar.
- Click **OK**.
- Click **Execute**. A preview report is displayed.
- Verify that the TR calendar is the only table listed on the report.
- Click **Process**. A message is displayed indicating the process was successful.
- Click **OK**.

In the current year pay frequency:

❑ Use the Personnel > Tables > Workday Calendars > Delete School Calendar tab to delete the prior year TRS calendar.

- Select the TRS calendar and click **Save**.
- After the prior year TRS calendar is deleted, add the current year TRS calendar using the Personnel > Tables > Workday Calendars > School Calendar tab.
- Click **+Add**.
- Type the start year (2019) and start month (09).
- All LEAs will have a 09-01-2019 to 08-31-2020 TRS year.

The dates for holidays, workdays, and bad weather days are LEA specific.

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