



## **pmisssetup\_step3**



# Table of Contents



Personnel > Tables > Workday Calendars > School Calendar

All positions must be tied to a school calendar code. Existing school calendar codes can be used. If there are positions that do not follow the existing calendar codes, you can add new calendar codes. Calendar codes can be alpha or numeric.

It is important that the begin and end dates match the calendar. For example, when entering the begin and end dates, many LEAs use 7/1-6/30 for 12-month employees. If 7/1 and/or 6/30 fall on a weekend and your calendar has a begin date of 7/2, then the employee's begin date should be 7/2.

The screenshot shows a web application interface for managing school calendars. At the top, there is a green navigation bar with a home icon, the text 'Tables > Workday Calendars', and a dropdown menu for 'Personnel'. Below the navigation bar is a 'Save' button. The main content area has three tabs: 'SCHOOL CALENDAR' (selected), 'COPY SCHOOL CALENDAR', and 'DELETE SCHOOL CALENDAR'. A table lists various school calendars with columns for an ID, a code, a name, and a count. The table is scrollable, and a 'Print' button is located to the right. At the bottom right of the table area is an 'Add' button with a plus icon.

ID	Code	Name	Count
		200 M & O	200
5	MT	260 M & O	261
E	NC	197 LIBRARY AIDES	197
5	NC	197 LIBRARY AIDES	197
E	PC	220 Admin	
5	PC	220 Admin	220
E	PR	207 Staff	207
5	PR	207 Staff	207
E	TC	187 Staff	187
5	TC	187 Staff	187
E	TR	TRS WORKDAYS	187
6	TR	TRS Cal	261
5	TR	TRS WORKDAYS	187
4	TR	TRS	259



## Back Cover