



Create calendars

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Create calendars

[Personnel > Tables > Workday Calendars > School Calendar](#)

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

Selected Calendar Code: TR TRS - Frequency: F

September 2025							October 2025							November 2025							December 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6				1	2	3	4		2	3	4	5	6	7	8	7	8	9	10	11	12	13
7	8	9	10	11	12	13	5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20
14	15	16	17	18	19	20	12	13	14	15	16	17	18	16	17	18	19	20	21	22	21	22	23	24	25	26	27
21	22	23	24	25	26	27	19	20	21	22	23	24	25	23	24	25	26	27	28	29	28	29	30	31			
28	29	30					26	27	28	29	30	31		30													

January 2026							February 2026							March 2026							April 2026							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31	29	30	31					29	30	31					26	27	28	29	30			

May 2026							June 2026							July 2026							August 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31														30	31						30	31					

Legend		Workdays By Month	
■	Begin Date	September	21
■	Begin Date In Service	October	23
■	Workday	November	20
■	In Service	December	23
■	Holiday	January	22
■	Bad Weather Day	February	20
■	Weekend	March	22
■	End Date	April	22
■	End Date In Service	May	21
■	Not Applicable	June	22
■	Undo Selection	July	23
		August	21

Day Count	
Workday	260
In Service	0
Holiday	0
Weekend	104
Not Applicable	1
Bad Weather Day	0
Total Days:	365

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. Additionally, using a calendar can provide an easier way to manage payoffs and verify your accrual days.

Notes:

- Calendars tied to a numeric frequency (e.g., 6) are used for current year.
- Calendars tied to an alpha frequency (e.g., F) are used for next year. Use the spyglass to create or edit calendars as needed.
- You can copy calendars that begin in the same month. **Example:** If you create the 10-month calendar beginning in August for teachers for 187 days, you can copy the calendar to the Food Service and Bus Driving calendar codes, and then edit them to reflect the differences such as begin dates and holidays.

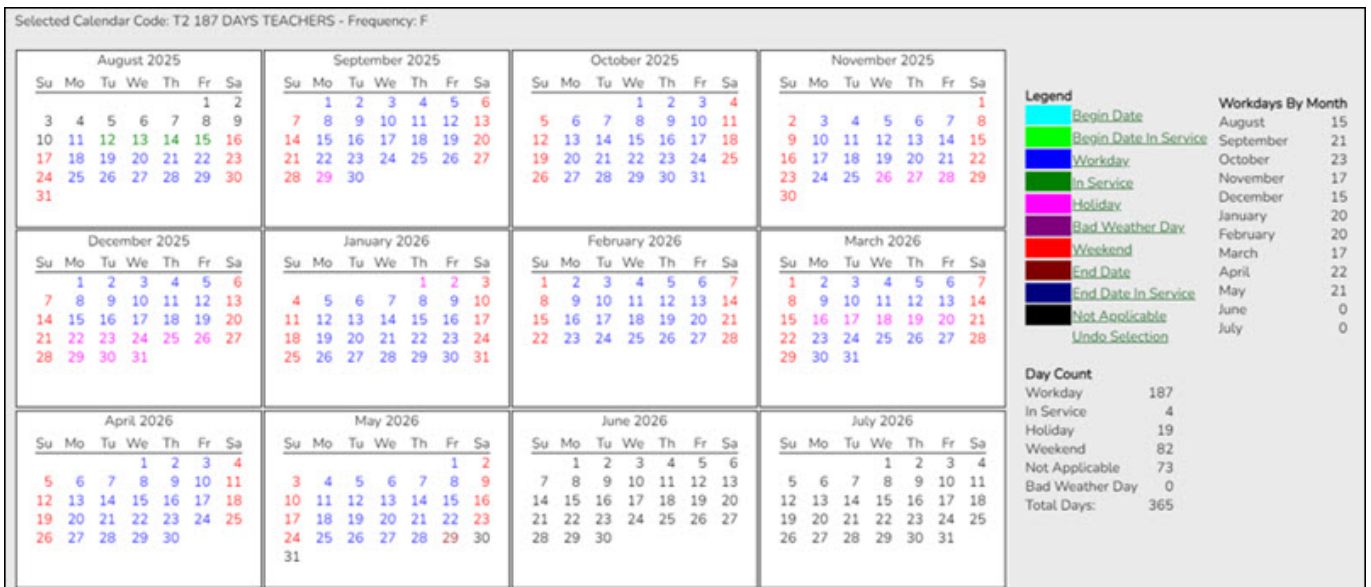
- Create calendars with the same calendar code as the current year to avoid having to update the calendar code on the individual employee's job info record.
- Select the calendar to be updated.

	F	T2	187 DAYS TEACHERS
	F	T3	187 DAYS STAFF
	F	TR	TRS

Start Year (YYYY)	2025
Start Month (MM)	08

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, ASCENDER submits retirees' contract days one month at a time. This allows maintenance on the reporting of half time or full time from month to month on retirees.



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