



Create calendars

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Human Resources > Tables > Workday Calendars > School Calendar

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

Selected Calendar Code: TR TRS											
September 2019			October 2019			November 2019			December 2019		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10
15	16	17	18	19	20	21	13	14	15	16	17
22	23	24	25	26	27	28	20	21	22	23	24
29	30						27	28	29	30	31
January 2020			February 2020			March 2020			April 2020		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
5	6	7	8	9	10	11	1	2	3	4	5
12	13	14	15	16	17	18	2	3	4	5	6
19	20	21	22	23	24	25	9	10	11	12	13
26	27	28	29	30	31		16	17	18	19	20
							16	17	18	19	20
May 2020			June 2020			July 2020			August 2020		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
3	4	5	6	7	8	9	1	2	3	4	5
10	11	12	13	14	15	16	7	8	9	10	11
17	18	19	20	21	22	23	14	15	16	17	18
24	25	26	27	28	29	30	21	22	23	24	25
31							28	29	30		

Legend

- Begin Date
- Begin Date In Service
- Workday
- In Service
- Holiday
- Bad Weather Day
- Weekend
- End Date
- End Date In Service
- Not Applicable
- Undo Selection

Workdays By Month

September	21
October	23
November	21
December	22
January	23
February	20
March	22
April	22
May	21
June	22
July	23
August	21

Day Count

Workday	261
In Service	0
Holiday	0
Weekend	104
Not Applicable	1
Bad Weather Day	0
Total Days:	366

Create school calendars to accommodate the varied number of days employees work at the LEA. The calendar is used on the [Human Resources > 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.

- 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.

Tables > Workday Calendars

Save

School Calendar Accrual Calendar Copy School Calendar Delete School Calendar

Calendar Code	Calendar Description	Actual Workdays
1	226-12 prof. 19-20	
10	speech therapist	
11	admin custodian	
12	MRS. PURGAHN 17-18	
13	MRS. HRYHORCHUK 208	
15	13 month employee	
17	207-11) 19-20	
2	226-12 aux. 19-20	
3	260 Maint&Cust 19-20	
4	189 Cafe 19-20	
5	Bus DR 172 19-20	
6	void	
7	197 - 19-20	
8	187-prof 19-20	
9	187 aides 19-20	
AJ	HS PRINCIPAL SEC	
BB	B.BRISTER	
BL	BRANDI LARSON	
DM	D.McKay	
DS	D. SMITH	
GA	JONES 16-17	
JM	J.MCMAHON custodial	
JR	J.Romero HS cafe	
KW	K.Welch bus driver	

Print

+ Add

Start Year (YYYY) Start Month (MM)

Set Calendar 

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.

Selected Calendar Code: 8.187-prof 19-20

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 all TRS retirees contract days must begin on the first day of the month and end on the last day of the month.
- For TRS purposes, a TR calendar must be created for all available workdays beginning on 09/01/2019.

Human Resources > Tables > Workday Calendars > Accrual Calendar

Tables > Workday Calendars		SessionTimer																				
Save																						
School Calendar		Accrual Calendar																				
Copy School Calendar		Delete School Calendar																				
Retrieve		Print																				
<table border="1"> <thead> <tr> <th>Delete</th><th>Details</th><th>Accrual Code</th><th>Total Days Worked</th></tr> </thead> <tbody> <tr> <td></td><td></td><td>A</td><td>0.0</td></tr> <tr> <td></td><td></td><td>B</td><td>0.0</td></tr> <tr> <td></td><td></td><td>C</td><td>0.0</td></tr> <tr> <td></td><td></td><td>D</td><td>0.0</td></tr> </tbody> </table>			Delete	Details	Accrual Code	Total Days Worked			A	0.0			B	0.0			C	0.0			D	0.0
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Create accrual calendars to accommodate the varied number of days employees work at the LEA. The calendar is used on the [Human Resources > Maintenance > Staff Job/Pay Data > Job Info](#) tab to calculate the **Accrual Rate** when the calendar code is entered in the **Accrual Info** section.

Verify that the calendar code reflects the actual number of days the employee will work for the new

school year; otherwise, the salary amount that should accrue over the school year will be incorrect.

- You can use the school calendar created in the previous step to get the actual workdays by month.
- If you have not set up a budget for the 2019-2020 school year, you can only enter pay dates through the 2019 calendar year. If the Budget is set up for the 2019-2020 school year, you can enter 2020 pay dates in these fields.

Note: This table can be updated after the move to current. All pay dates should be entered even if zero days are accrued (e.g., summer months).



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