



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

  

January 2020							February 2020							March 2020							April 2020						
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						1	1	2	3	4	5	6	7	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31					26	27	28	29	30		

  

May 2020							June 2020							July 2020							August 2020						
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	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						

  

Legend	
<span style="background-color: cyan;">■</span>	Begin Date
<span style="background-color: green;">■</span>	Begin Date In Service
<span style="background-color: blue;">■</span>	Workday
<span style="background-color: purple;">■</span>	In Service
<span style="background-color: pink;">■</span>	Holiday
<span style="background-color: red;">■</span>	Bad Weather Day
<span style="background-color: darkred;">■</span>	Weekend
<span style="background-color: black;">■</span>	End Date
<span style="background-color: darkblue;">■</span>	End Date In Service
<span style="background-color: black;">■</span>	Not Applicable
<span style="background-color: black;">■</span>	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
<b>Total Days:</b>	<b>366</b>

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 thereapist	
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) 2020  
Start Month (MM) 08

Set Calendar

<b>Start Year</b>	Type the starting calendar year in the YYYY format.
<b>Start Month</b>	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

August	16
September	21
October	22
November	16
December	14
January	19
February	15
March	23
April	17
May	20
June	4
July	0

Workday	180
In Service	7
Holiday	28
Weekend	84
Not Applicable	66
Bad Weather Day	0
Total Days:	365

**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.) For employees who are not assigned to a school calendar, the TR calendar is used to populate the number of days worked on the RP report.
- 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.

[Human Resources > Tables > Workday Calendars > Accrual Calendar](#)

Delete	Details	Accrual Code	Total Days Worked
		A	0.0
		B	0.0
		C	0.0
		D	0.0

Delete	Pay Date	Days Worked
	08-31-2020	16.00
	09-10-2020	21.00
	10-09-2020	22.00
	11-10-2020	16.00
	12-10-2020	14.00

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 2020-2021 school year, you can only enter pay dates through the 2020 calendar year. If the Budget is set up for the 2020-2021 school year, you can enter 2021 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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