



Create calendars

Table of Contents

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 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | | | |
| 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

| 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 | 1 | 2 | 3 | 4 | | | | | | | |
| 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 | 30 | 31 | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 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 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

| | |
|--------------------|--|
| 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

| | |
|-----------|----|
| 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.) 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, 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).



Back Cover