



Create calendars

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Personnel > Tables > Workday Calendars > School Calendar

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

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.

- 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.

<input type="checkbox"/>	F	T2	187 DAYS TEACHERS
<input type="checkbox"/>	F	T3	187 DAYS STAFF
<input type="checkbox"/>	F	TR	TRS

Start Year (YYYY)	2025
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: T2 187 DAYS TEACHERS - Frequency: F

August 2025							September 2025							October 2025							November 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	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	8
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	9
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	16
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	23
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																												
December 2025							January 2026							February 2026							March 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	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	8
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	15
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	22
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	29
28	29	30	31				25	26	27	28	29	30	31								29	30	31					
April 2026							May 2026							June 2026							July 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	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	8
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	12
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	19
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	26
26	27	28	29	30			24	25	26	27	28	29	30								26	27	28	29	30	31		
31																												

Legend	Workdays By Month
Begin Date	August 15
Begin Date In Service	September 21
Workday	October 23
In Service	November 17
Holiday	December 15
Bad Weather Day	January 20
Weekend	February 20
End Date	March 17
End Date In Service	April 22
Not Applicable	May 21
Undo Selection	June 0
	July 0

Day Count	
Workday	187
In Service	4
Holiday	19
Weekend	82
Not Applicable	73
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.

[Payroll > Tables > Workday Calendars > Accrual Calendar](#)

Tables > Accrual Calendars

[Save](#)

ACCRUAL CALENDAR

[Retrieve](#)

[Print](#)

Delete	Details	Accrual Code	Total Days Worked
		A	0.0

Delete	Pay Date	Days Worked
	09-15-2021	0.00
	09-30-2021	0.00
	10-15-2021	0.00
	10-29-2021	0.00
	11-15-2021	0.00
	11-30-2021	0.00
	12-15-2021	0.00
	12-31-2021	0.00
	01-14-2022	0.00
	01-31-2022	0.00
	02-15-2022	0.00
	02-28-2022	0.00
	03-15-2022	0.00
	03-31-2022	0.00
	04-15-2022	0.00
	04-29-2022	0.00
	05-13-2022	0.00
	05-31-2022	0.00

[Add](#)

[Add](#)

Create accrual 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 **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 2021-2022 school year, you can only enter pay dates through the 2021 calendar year. If the Budget is set up for the 2021-2022 school year, you can enter 2022 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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