



Create calendars

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Update school calendar

[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.**

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

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	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
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					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				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	
31														30	31						30	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

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

Day Count

Category	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.

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

Start Year (YYYY)	2025
Start Month (MM)	08
<input type="button" value="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 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
December 2025	January 2026	February 2026	March 2026
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 2026	May 2026	June 2026	July 2026
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 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

August	15
September	21
October	23
November	17
December	15
January	20
February	20
March	17
April	22
May	21
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.



- 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 > Accrual Calendars > Accrual Calendar](#)

Tables > Accrual Calendars

Save

ACCRUAL CALENDAR

Retrieve Print

Delete	Details	Accrual Code	Total Days Worked
		A	0.0

Add

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

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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