



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.**

Note: Do not create accrual calendars at this time. The accrual calendars should be created in the current year pay frequency.

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	5				1	2	3	4							1			1	2	3	4	5	6
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				
														30														

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
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

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

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.

	F	T2	187 DAYS TEACHERS
	F	T3	187 DAYS STAFF
	F	TR	TRS

Start Year (YYYY)	2025
Start Month (MM)	08

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			1 2 3 4 5 6									1 2 3 4									1
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						30							

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

September

October

November

December

January

February

March

April

May

June

July

15

21

23

17

15

20

20

17

22

21

0

0

Day Count

Workday

In Service

Holiday

Weekend

Not Applicable

Bad Weather Day

Total Days:

187

4

19

82

73

0

365



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