



## 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.

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

September	21
October	23
November	20
December	23
January	22
February	20
March	22
April	21
May	22
June	23
July	21
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		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">         Start Year (YYYY) <input type="text" value="2025"/> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">         Start Month (MM) <input type="text" value="08"/> </div> <div style="border: 1px solid black; padding: 5px; background-color: #e0f2e0; border-radius: 5px; width: 150px; margin-bottom: 5px;">         Set Calendar <span style="float: right; color: black;">←</span> </div>				

**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										
1	2	3	4	5	6	7	1	2	3	4	5										
8	9	10	11	12	13	14	15	16	17	18	19										
15	16	17	18	19	20	21	22	23	24	25	26										
22	23	24	25	26	27	28	29	30	1	2	3										
29	30	31							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												
December 2025			January 2026			February 2026			March 2026												
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th										
1	2	3	4	5	6	7	1	2	3	4	5										
8	9	10	11	12	13	14	8	9	10	11	12										
15	16	17	18	19	20	21	15	16	17	18	19										
22	23	24	25	26	27	28	22	23	24	25	26										
29	30	31					25	26	27	28	29										
									30	31											
April 2026			May 2026			June 2026			July 2026												
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th										
1	2	3	4	5	6	7	1	2	3	4	5										
8	9	10	11	12	13	14	8	9	10	11	12										
15	16	17	18	19	20	21	15	16	17	18	19										
22	23	24	25	26	27	28	22	23	24	25	26										
29	30	31					24	25	26	27	28										
									29	30											
									31												
Legend																					
<span style="background-color: cyan; border: 1px solid black; padding: 2px 4px;"></span>	Begin Date	Workdays By Month																			
<span style="background-color: green; border: 1px solid black; padding: 2px 4px;"></span>	Begin Date In Service	August																			
<span style="background-color: blue; border: 1px solid black; padding: 2px 4px;"></span>	Workday	September																			
<span style="background-color: black; border: 1px solid black; padding: 2px 4px;"></span>	In Service	October																			
<span style="background-color: magenta; border: 1px solid black; padding: 2px 4px;"></span>	Holiday	November																			
<span style="background-color: red; border: 1px solid black; padding: 2px 4px;"></span>	Bad Weather Day	December																			
<span style="background-color: darkred; border: 1px solid black; padding: 2px 4px;"></span>	Weekend	January																			
<span style="background-color: darkblue; border: 1px solid black; padding: 2px 4px;"></span>	End Date	February																			
<span style="background-color: darkblue; border: 1px solid black; padding: 2px 4px;"></span>	End Date In Service	March																			
<span style="background-color: black; border: 1px solid black; padding: 2px 4px;"></span>	Not Applicable	April																			
<span style="background-color: black; border: 1px solid black; padding: 2px 4px;"></span>	Undo Selection	May																			
		June																			
		July																			
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.



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