



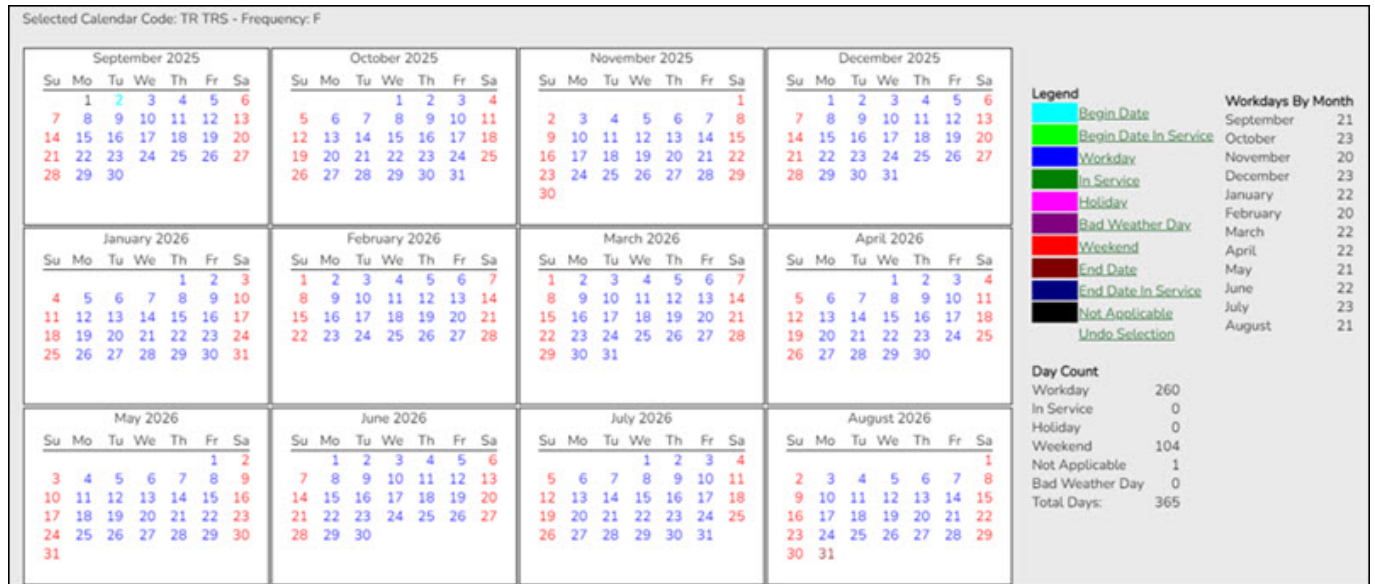
Create calendars

Table of Contents

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.**



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. Additionally, using a calendar can provide an easier way to manage payoffs and verify your accrual days.

☐ 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.

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	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						

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

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.

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, ASCENDER submits retirees' contract days one month at a time. This allows maintenance on the reporting of half time or full time from month to month on retirees.



Back Cover