



## Create calendars



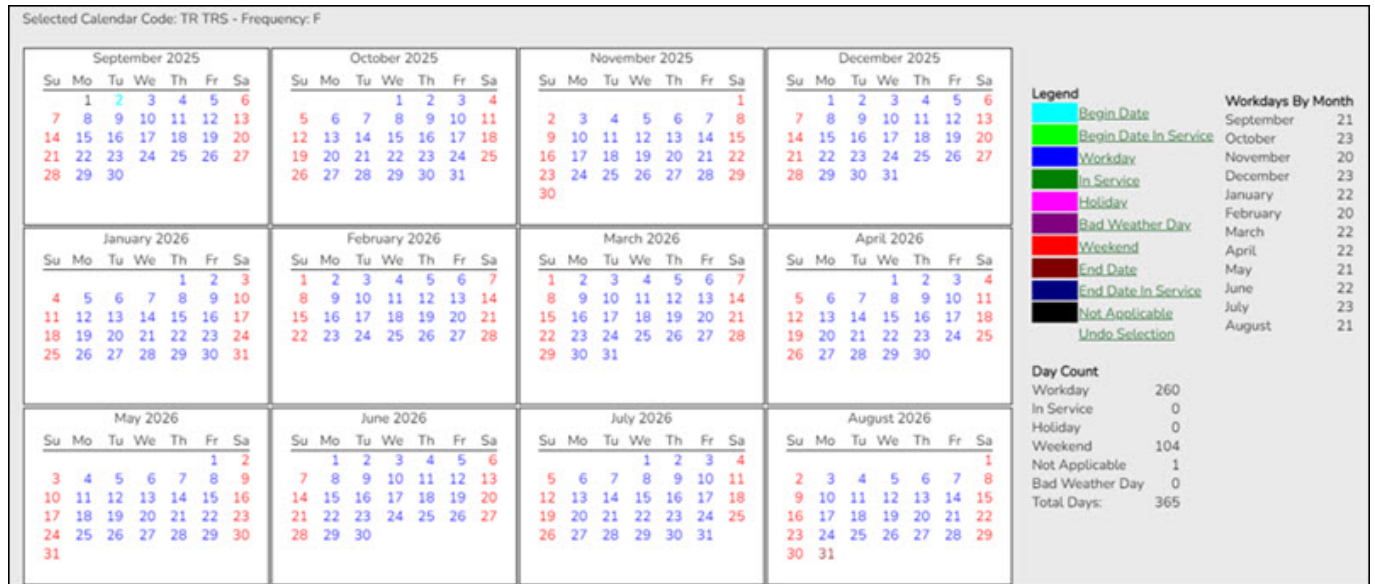
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# Update school calendar

[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.**



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.

<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

<b>Start Year</b>	Type the starting calendar year in the YYYY format.
<b>Start Month</b>	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												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								

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						1	2	3		1	2	3	4	5	6	7		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					
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							1	2		1	2	3	4	5	6						1	2	3	4
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	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						26	27	28	29	30	31		
								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.

### 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.



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