



## Create calendars



# Table of Contents



# Create calendars

[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 TR CALENDAR - Frequency: F

| August 2026 |    |    |    |    |    |    | September 2026 |    |    |    |    |    |    | October 2026 |    |    |    |    |    |    | November 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  | 4  | 5  |              |    |    |    |    | 1  | 2  | 3             |    |    | 1  | 2  | 3  | 4  | 5 | 6 | 7 |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  | 6              | 7  | 8  | 9  | 10 | 11 | 12 | 4            | 5  | 6  | 7  | 8  | 9  | 10 | 8             | 9  | 10 | 11 | 12 | 13 | 14 |   |   |   |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 | 13             | 14 | 15 | 16 | 17 | 18 | 19 | 11           | 12 | 13 | 14 | 15 | 16 | 17 | 15            | 16 | 17 | 18 | 19 | 20 | 21 |   |   |   |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 | 20             | 21 | 22 | 23 | 24 | 25 | 26 | 18           | 19 | 20 | 21 | 22 | 23 | 24 | 22            | 23 | 24 | 25 | 26 | 27 | 28 |   |   |   |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 | 27             | 28 | 29 | 30 | 25 | 26 | 27 | 28           | 29 | 30 | 31 | 29 | 30 |    |               |    |    |    |    |    |    |   |   |   |
| 30          | 31 |    |    |    |    |    |                |    |    |    |    |    |    |              |    |    |    |    |    |    |               |    |    |    |    |    |    |   |   |   |

  

| December 2026 |    |    |    |    |    |    | January 2027 |    |    |    |    |    |    | February 2027 |    |    |    |    |    |    | March 2027 |    |    |    |    |    |    |  |  |  |  |   |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|--|--|--|--|---|
| 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 |  |  |  |  |   |
|               |    |    |    |    |    | 5  |              |    |    |    |    | 1  | 2  |               |    |    |    |    |    | 1  | 2          | 3  | 4  | 5  | 6  |    |    |  |  |  |  | 6 |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 | 3            | 4  | 5  | 6  | 7  | 8  | 9  | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 7          | 8  | 9  | 10 | 11 | 12 | 13 |  |  |  |  |   |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 | 10           | 11 | 12 | 13 | 14 | 15 | 16 | 14            | 15 | 16 | 17 | 18 | 19 | 20 | 14         | 15 | 16 | 17 | 18 | 19 | 20 |  |  |  |  |   |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 | 17           | 18 | 19 | 20 | 21 | 22 | 23 | 21            | 22 | 23 | 24 | 25 | 26 | 27 | 21         | 22 | 23 | 24 | 25 | 26 | 27 |  |  |  |  |   |
| 27            | 28 | 29 | 30 | 31 | 24 | 25 | 26           | 27 | 28 | 29 | 30 | 28 | 28 | 29            | 30 | 31 |    |    |    |    |            |    |    |    |    |    |    |  |  |  |  |   |

  

| April 2027 |    |    |    |    |    |    | May 2027 |    |    |    |    |    |    | June 2027 |    |    |    |    |    |    | July 2027 |    |    |    |    |    |    |  |  |  |   |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|--|--|--|---|
| 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 |  |  |  |   |
|            |    |    |    |    |    | 3  |          |    |    |    |    |    | 1  |           |    |    |    |    |    | 1  | 2         | 3  | 4  | 5  |    |    |    |  |  |  | 3 |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 | 2        | 3  | 4  | 5  | 6  | 7  | 8  | 6         | 7  | 8  | 9  | 10 | 11 | 12 | 4         | 5  | 6  | 7  | 8  | 9  | 10 |  |  |  |   |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 | 9        | 10 | 11 | 12 | 13 | 14 | 15 | 13        | 14 | 15 | 16 | 17 | 18 | 19 | 11        | 12 | 13 | 14 | 15 | 16 | 17 |  |  |  |   |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 20        | 21 | 22 | 23 | 24 | 25 | 26 | 18        | 19 | 20 | 21 | 22 | 23 | 24 |  |  |  |   |
| 25         | 26 | 27 | 28 | 29 | 30 | 23 | 24       | 25 | 26 | 27 | 28 | 29 | 27 | 28        | 29 | 30 | 25 | 26 | 27 | 28 | 29        | 30 | 31 |    |    |    |    |  |  |  |   |

  

| Legend                                 |                       | Workdays By Month |    |
|--|-----------------------|-------------------|----|
| <span style="color: cyan;">■</span>    | Begin Date            | August            | 21 |
| <span style="color: green;">■</span>   | Begin Date In Service | September         | 22 |
| <span style="color: blue;">■</span>    | Workday               | October           | 22 |
| <span style="color: purple;">■</span>  | In Service            | November          | 21 |
| <span style="color: magenta;">■</span> | Holiday               | December          | 23 |
| <span style="color: red;">■</span>     | Bad Weather Day       | January           | 21 |
| <span style="color: black;">■</span>   | Weekend               | February          | 20 |
| <span style="color: red;">■</span>     | End Date              | March             | 23 |
| <span style="color: blue;">■</span>    | Find Date In Service  | April             | 22 |
| <span style="color: black;">■</span>   | Not Applicable        | May               | 21 |
| <span style="color: green;">■</span>   | Undo Selection        | June              | 22 |
|  |                       | July              | 22 |

  

| Day Count       |     |
|-----------------|-----|
| Workday         | 260 |
| In Service      | 0   |
| Holiday         | 0   |
| Weekend         | 105 |
| Not Applicable  | 0   |
| 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. 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.

Tables > Workday Calendars Personnel

Save

|   |   |    |                     |
|---|---|----|---------------------|
| ○ | F | E  | LIBRARY AIDE/CAFE   |
| ○ | F | EE | BUZBEE              |
| ○ | F | F  | CAFETERIA           |
| ○ | F | G  | GIRLS HEAD BB COACH |
| ○ | F | H  | BUS                 |
| ○ | F | I  | CAFETERIA MGR       |
| ○ | F | J  | VO AG AIDE          |
| ○ | F | K  | HOURLY              |
| ○ | F | L  | PRINCIPALS          |
| ○ | F | M  | AD                  |
| ○ | F | N  | MEDFORD             |
| ○ | F | O  | SUPERINTENDENT      |
| ○ | F | P  | PEUGH               |
| ○ | F | Q  | VO AG 2             |
| ○ | F | R  | BUSINESS MANAGER    |
| ○ | F | S  | ELEM COUNSELOR      |
| ○ | F | SJ | SUMMER SCHOOL       |
| ○ | F | SS | SUMMER SCHOOL       |
| ○ | F | TR | TR CALENDAR         |

+ Add

Start Year (YYYY)

Start Month (MM)

Set Calendar

|                    |  |
|--------------------|--|
| <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: A TEACHER - Frequency: 6

| 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  | 7              | 8  | 9  | 10 | 11 | 12 | 13 | 5            | 6  | 7  | 8  | 9  | 10 | 11 | 2             | 3  | 4  | 5  | 6  | 7  | 8  |  |  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  | 14             | 15 | 16 | 17 | 18 | 19 | 20 | 12           | 13 | 14 | 15 | 16 | 17 | 18 | 9             | 10 | 11 | 12 | 13 | 14 | 15 |  |  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 | 21             | 22 | 23 | 24 | 25 | 26 | 27 | 19           | 20 | 21 | 22 | 23 | 24 | 25 | 16            | 17 | 18 | 19 | 20 | 21 | 22 |  |  |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 | 28             | 29 | 30 | 26 | 27 | 28 | 29 | 30           | 31 | 23 | 24 | 25 | 26 | 27 | 28            | 29 | 30 |    |    |    |    |  |  |
| 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 | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa | Su         | Mo | Tu | We | Th | Fr | Sa |
| 1             | 2  | 3  | 4  | 5  | 6  |    | 4            | 5  | 6  | 7  | 8  | 9  | 10 | 1             | 2  | 3  | 4  | 5  | 6  | 7  | 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 | 11           | 12 | 13 | 14 | 15 | 16 | 17 | 8             | 9  | 10 | 11 | 12 | 13 | 14 | 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 | 18           | 19 | 20 | 21 | 22 | 23 | 24 | 15            | 16 | 17 | 18 | 19 | 20 | 21 | 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 | 25           | 26 | 27 | 28 | 29 | 30 | 31 | 22            | 23 | 24 | 25 | 26 | 27 | 28 | 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 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  | 2  | 3        | 4  | 5  | 6  | 7  | 8  | 9  | 1         | 2  | 3  | 4  | 5  | 6  |    |           |    |    |    | 1  | 2  |    |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 7         | 8  | 9  | 10 | 11 | 12 | 13 | 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 | 17       | 18 | 19 | 20 | 21 | 22 | 23 | 14        | 15 | 16 | 17 | 18 | 19 | 20 | 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 | 24       | 25 | 26 | 27 | 28 | 29 | 30 | 21        | 22 | 23 | 24 | 25 | 26 | 27 | 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |          |    |    |    |    |    |    | 28        | 29 | 30 |    |    |    |    | 26        | 27 | 28 | 29 | 30 | 31 |    |

  

| Legend   |                       | Workdays By Month |    |
|--|-----------------------|-------------------|----|
| <span style="color: cyan;">■</span>                              | Begin Date            | August            | 16 |
| <span style="color: green;">■</span>                             | Begin Date In Service | September         | 21 |
| <span style="color: blue;">■</span>                              | Workday               | October           | 21 |
| <span style="color: lightgreen;">■</span>                        | In Service            | November          | 15 |
| <span style="color: magenta;">■</span>                           | Holiday               | December          | 15 |
| <span style="color: red;">■</span>                               | Bad Weather Day       | January           | 14 |
| <span style="color: orange;">■</span>                            | Weekend               | February          | 20 |
| <span style="color: darkred;">■</span>                           | End Date              | March             | 17 |
| <span style="color: darkblue;">■</span>                          | End Date In Service   | April             | 21 |
| <span style="background-color: black; color: black;">■</span>    | Not Applicable        | May               | 14 |
| <span style="color: green; text-decoration: underline;">■</span> | Under Selection       | June              | 0  |
|  |                       | July              | 0  |

  

| Day Count       |     |
|-----------------|-----|
| Workday         | 174 |
| In Service      | 0   |
| Holiday         | 30  |
| Weekend         | 82  |
| Not Applicable  | 77  |
| Bad Weather Day | 2   |
| 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