



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 LEAs 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
						1						1	2							1						2	
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
						1						1							1						1	2	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	
 	Begin Date	August	21
 	Begin Date In Service	September	22
 	Workday	October	22
 	In Service	November	21
 	Holiday	December	23
 	Bad Weather Day	January	21
 	Weekend	February	20
 	End Date	March	23
 	End Date In Service	April	22
 	End Date In Service	May	21
 	Not Applicable	June	22
 	Undo Selection	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.

Notes:

- Calendars tied to a numeric frequency (e.g., 6) are used for current year.
- Calendars tied to an alpha frequency (e.g., F) are used for next year. Use the spyglass to create or edit calendars as needed.
- You can copy calendars that begin in the same month. **Example:** If you create the 10-month calendar beginning in August for teachers for 187 days, you can copy the calendar to the Food Service and Bus Driving calendar codes, and then edit them to reflect the differences such as begin dates and holidays.

☐ 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

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: 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	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						

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	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7	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	5	6	7	1	2	3	4	5	6	7
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		Workdays By Month	
 	Begin Date	August	16
 	Begin Date In Service	September	21
 	Workday	October	21
 	In Service	November	15
 	Holiday	December	15
 	Bad Weather Day	January	14
 	Weekend	February	20
 	End Date	March	17
 	End Date In Service	April	21
 	Not Applicable	May	14
 	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