


# copyschoolcalendar

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# Copy School Calendar - HRS2700

***Human Resources > Tables > Workday Calendars > Copy School Calendar***

This tab allows you to reuse a previously created calendar.

## Copy a school calendar:

Under **Calendar Info**:

| Field | Description |
|---|---|
| **Frequency** | Click to select the pay frequency that you wish to copy. Only pay frequencies that have calendars are available in the drop-down list. |
| **Calendar Code** | Click to select the calendar that you wish to copy. When you select a calendar code, the calendar information for the pay frequency is displayed below. Verify that this is the calendar you want to use. |

The calendar information for a specific pay frequency is displayed. Pay frequencies that have established calendar options are displayed on the right side of the page. Pay frequencies for these calendars are denoted by a check box.

- A pay frequency with a check box outlined in red has a calendar already. If you select this pay frequency, the existing calendar is overwritten.
- A pay frequency with a plain check box has district options set up but no calendar.
- A pay frequency with no check box has no district options set up for the frequency.

Click **+Add**.

| | |
|---|---|
| **Calendar Code** | Type the two-character, locally assigned code (e.g., 01, A1) for the calendar. |
| **Calendar Description** | Type the description for the calendar (e.g., Administration, Bus Drivers). The field can be a maximum of 20 characters. |

Select the payroll frequency to which you want to copy the calendar.

**Note**: To copy an existing calendar from one pay frequency to another pay frequency within the same year (current or next), you do not need to insert a new row for the same calendar code. Select the frequency check box to which the calendar should be copied. The new **Calendar Code** and **Calendar Description** fields are disabled. The Freq field is cleared, and a check box outlined in red is displayed for each pay frequency with a valid calendar.

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Reset** | Click to reset all previously selected options to the default. |


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