

deleteschoolcalendar

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Human Resources > Tables > Workday Calendars > Delete School Calendar

This tab allows you to delete a school calendar.

Delete a school calendar:

All existing calendars are listed.

Field	Description
Calendar Code	Displays the calendar code.
Calendar Description	Displays the calendar description.

Under **Freq**, select the pay frequency for the calendar you want to delete. You can select multiple calendars to delete.

Click **Save**.

- If there are no employees attached to the calendar in Job Info, the calendar will be deleted.
- If there are employees attached to the calendar in Job Info, a calendar monitor message is displayed indicating that job records are associated with the calendar code and frequency. The message will also indicate that the calendar code will not be deleted (from Job Info), but all days associated with the calendar will be deleted. A message is displayed to verify the deletion of the calendar days.


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