



**Los Angeles County  
Office of Education**



**HUMAN  
RESOURCE  
SYSTEM**

**DISTRICT PERSONNEL INFORMATION SERVICES  
DIVISION OF SCHOOL FINANCIAL SERVICES**

## **SESSION C**

### **WORK CALENDARS**

**2024-2025 TRAINING MANUAL**

An Official Publication



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## Agenda

- Welcome and introductions
- What is an HRS Work Calendar?
- Preparations to build a work calendar
- Steps to build a work calendar
- Hands-on exercises

\*\*\*\* BREAK \*\*\*\*

- Purpose of work calendars
- Examples
- Editing an existing work calendar
- Deleting an existing work calendar
- Questions
- Evaluation and close of session

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SECTION I.

**WORK CALENDAR TABLE (029)**

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Work Calendar Table (029)

```

** CTL - DISTRICT UPDATE - MENU **                                1100

TRANS  ----- DESCRIPTION ----- KEY(S) -----

000    CTL DISTRICT UPDATE MENU
004 *  JOB CLASSIFICATION TABLE      JOB CLASS: _____
009 *  LEAVE ACCRUAL TABLE           PLAN:      _____ TYPE:  _
011 *  WORK LOCATION TABLE          WORK LOC:  _____ SUBSITE: _____
024 *  SALARY SCHEDULE C/S-TEACHER   VERSION   _ SCHEDULE: _ STEP:  _
025 *  SALARY SCHEDULE R/S-OTHERS    VERSION   _ SCHEDULE: _ RANGE: _____
026 *  STIPENDS TABLE               VERSION   _ STIPEND CD:  _
027 *  BENEFITS TABLE               VERSION   _ PLAN CODE:  _
028    DISTRICT CODES TABLE         CODE TYPE: _ CODE (OPT): _____
029 *  WORK CALENDAR TABLE          CALENDAR: _ FS YEAR:  _ MASTER:  _
031    ORGANIZATIONAL CHART          SUPV POS:  _____ TRL:  _
034    SALARY MASS CHANGE C/S-TEACHER VERSION:  F SCHEDULE:  _
035    SALARY MASS CHANGE R/S-OTHERS VERSION:  F SCHEDULE:  _
036    STIPEND MASS CHANGE           VERSION:  F STIPEND CD:  _
039    REPORT REQUEST
040 *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY: _____
* ENTER "S" FOR TABLE SEARCH

INTERRUPT: _____
                                                    S
TRANS: 029   KEY 1: _____ KEY 2: _____ KEY 3: _____ DISTRICT: 00011
    
```

The Work Calendar Table stores the pay periods, number of periods, the paid work days for each pay period, the annual total workdays, and the start and end dates for the work year. Every EDB assignment must be tied to a calendar. The calendar plays a significant role in time entry and payroll processing.

During payroll calculation, the system accesses the information from EDB, Salary/Pay Rate Screen (005), for the period being paid. After payroll processing, the transactions processed through pay calculation are posted to payroll history. The accuracy of the data on each work calendar is essential for the accuracy of the employee’s payroll and the employee’s retirement.

The purpose of a work calendar is to tell HRS:

- What accrual periods an employee is paid for
- How many days constitute a full month of work
- The first day of work for those tied to this calendar
- The last day of work for those tied to this calendar
- The total number of work days in a fiscal year for those tied to this calendar

Please refer to your HRS System Operations Manual, beginning on Page II-85, for more information on Work Calendar Tables.

### **Bulletins Related to Work Calendars**

Each year in April and in May, the HRS Employee Services Unit sends out two bulletins regarding work calendars for the upcoming year.

- The bulletin posted in April, *Certificated Summer Session Payroll Cycles*, contains information on selecting the certificated summer session payroll schedules and building the work calendars for the upcoming summer session. These work calendars must be built before the first time report is produced for the summer session.
- The bulletin posted in May, *HRS Work Calendar Tables*, contains information on building the work calendars for the upcoming school year. These work calendars must be built before the first time report is produced for the fiscal year.



NOTE: Work calendars are specific to each fiscal year. They cannot be used to pay an employee for any other fiscal year.

## SECTION II.

### **BUILDING A WORK CALENDAR**

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## **Step 1 - Preparations to Building a Work Calendar**

**Step 1 – Preparations to Building a Work Calendar**

There are five steps you will need to take before building a work calendar.

1. Determine which calendars need to be created for the upcoming fiscal year.
  - a. Search for a listing of your district’s current and past work calendars from the Control Table Menu, Function 11 or 16. To search from the transaction menu,
    1. In the **action field**, type **S** to search.
    2. In the **TRANS field**, type **029** to go to the Work Calendar Table.
    3. Hit the **Enter key** on your keyboard.

```

** CTL - DISTRICT UPDATE - MENU **                               1100

TRANS  ----- DESCRIPTION ----- KEY(S) -----
000    CTL DISTRICT UPDATE MENU
004 *  JOB CLASSIFICATION TABLE      JOB CLASS: _____
009 *  LEAVE ACCRUAL TABLE           PLAN: _____ TYPE:  _
011 *  WORK LOCATION TABLE          WORK LOC: _____ SUBSITE:  _
024 *  SALARY SCHEDULE C/S-TEACHER   VERSION  _ SCHEDULE:  _ STEP:  _
025 *  SALARY SCHEDULE R/S-OTHERS    VERSION  _ SCHEDULE:  _ RANGE:  _
026 *  STIPENDS TABLE               VERSION  _ STIPEND CD:  _
027 *  BENEFITS TABLE               VERSION  _ PLAN CODE:  _
028    DISTRICT CODES TABLE          CODE TYPE:  _ CODE (OPT):  _
029 *  WORK CALENDAR TABLE           CALENDAR:  _ FS YEAR:  _ MASTER:  _
031    ORGANIZATIONAL CHART           SUPV POS:  _ TRL:  _
034    SALARY MASS CHANGE C/S-TEACHER VERSION:  F SCHEDULE:  _
035    SALARY MASS CHANGE R/S-OTHERS VERSION:  F SCHEDULE:  _
036    STIPEND MASS CHANGE           VERSION:  F STIPEND CD:  _
039    REPORT REQUEST
040 *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY:  _____
      * ENTER "S" FOR TABLE SEARCH
INTERRUPT: _____
TRANS: 029 KEY 1: _____ KEY 2: _____ KEY 3: _____ DISTRICT: 00011
    
```

- b. Order a listing of your district’s calendars (last three years) using the Report Request Screen (039) in the Control Table Menu, Function 11 or 16. To request a report from the transaction menu,
  1. In the **TRANS field**, type **039** to go to the Report Request Screen.
  2. Hit the **Enter key** on your keyboard.



## C – WORK CALENDARS

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2. Choose the master calendar from the list provided below as a template for each work calendar to be created. The table below lists the current master calendars. Please refer to your HRS System Operations Manual, Page II-89, for more information.

### Master Calendar List

Pay Cycle	Type	Master Calendar No.
C1, C2, C3, C5, E1, E4	Calendar Month	1
H1	Half Month (1 – 15, 16 – end of month)	5
V1	Certificated Summer School (half month cycle)	6
V2	Certificated Summer School (full month cycle)	7

3. You will need to have:
- The description text for each calendar.
  - The number of “Hours per day” for each calendar.
  - Have a list of the accrual periods for each calendar.
  - A list of the number of paid work days for each accrual period for each calendar.
  - Have the first and last days of the work year for each calendar.
4. Determine the Number of Paid Work Days to enter into the calendars.
- Classified jobs - Work calendars should represent the total possible work days in the accrual period excluding weekends and including
    - Holidays,
    - Vacation days
    - Furlough days
  - Certificated jobs - Work calendars should represent the required or actual work days in the accrual period. It should not include holidays.



NOTE: Job type is based on the position not the employee.

## C – WORK CALENDARS

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5. Determine the dates that mark the beginning and ending of the work year for the employees tied to the work calendar.

- Example #1            ANNUAL: 07 01 16   06 30 17      12 MO Classified
- Example #2            ANNUAL: 08 22 16   05 26 17      10 MO Certificated
- Example #3            ANNUAL: 06 18 16   06 02 17      Summer Session

NOTE:



The beginning day of the work year must be in the first accrual period of the calendar while the last day must be in the last accrual period of the calendar.



May and June accrual periods for the next fiscal year should remain on the calendar if:

- The summer session is starting in May or June –or–
- There is a possibility a retro will be produced in the next fiscal year

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## **Step 2 - Build a Work Calendar**

**Step 2 - Build a Work Calendar**

Each year, School Financial Services (SFS) builds Master Calendars that define the possible pay periods for all the pay cycles. Master calendars are used to build new calendars. Use Function 11, District Update Menu, to build new calendars. Here are the seven steps to building a work calendar.

1. Begin to build a new work calendar using Option A or Option B.

```

** CTL - DISTRICT UPDATE - MENU **                               1100

TRANS  ----- DESCRIPTION ----- KEY(S) -----
000    CTL DISTRICT UPDATE MENU
004 *  JOB CLASSIFICATION TABLE      JOB CLASS: _____
009 *  LEAVE ACCRUAL TABLE           PLAN: _____ TYPE:  _
011 *  WORK LOCATION TABLE          WORK LOC: _____ SUBSITE: _____
024 *  SALARY SCHEDULE C/S-TEACHER    VERSION  _ SCHEDULE:  _ STEP:  _
025 *  SALARY SCHEDULE R/S-OTHERS     VERSION  _ SCHEDULE:  _ RANGE:  _
026 *  STIPENDS TABLE                VERSION  _ STIPEND CD:  _
027 *  BENEFITS TABLE                VERSION  _ PLAN CODE:  _
028    DISTRICT CODES TABLE          CODE TYPE:  _ CODE (OPT):  _
029 *  WORK CALENDAR TABLE           CALENDAR: T1 FS YEAR: 16 MASTER: 1
031    ORGANIZATIONAL CHART           SUPV POS: _____ TRL: _____
034    SALARY MASS CHANGE C/S-TEACHER VERSION:  F SCHEDULE:  _
035    SALARY MASS CHANGE R/S-OTHERS VERSION:  F SCHEDULE:  _
036    STIPEND MASS CHANGE           VERSION:  F STIPEND CD:  _
039    REPORT REQUEST
040 *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY: _____
      * ENTER "S" FOR TABLE SEARCH
INTERRUPT: _____
    
```

Option A

Option B

```

TRANS: 029 KEY 1: T1 KEY 2: 16 KEY 3: 1 DISTRICT: 00011
MA b A 24/077
    
```

Option A Field Name	Option B Field Name	Field Description
	TRANS	Transaction Field. Enter 029.
Calendar name	Key 1	One or two-character calendar code (user-defined)
FS Year	Key 2	Fiscal year
Master	Key 3	The master calendar number.

2. Hit the **Enter key** on your keyboard.



**NOTE:** A space is not recommended as the first character in the calendar name field.

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** CTL - WORK CALENDAR TABLE - UPDATE **													1129
CALENDAR: T1			FISCAL YEAR: 16			DESCRIPTION: _____							
DISTRICT: 00011			HOURS PER DAY: _____			NUMBER OF PERIODS: 12			PAY CYCLE GROUP: G1				
BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS		
07 01 15	07 31 15	07 15	0	0	0								
08 01 15	08 31 15	08 15	0	0	0								
09 01 15	09 30 15	09 15	0	0	0								
10 01 15	10 31 15	10 15	0	0	0								
11 01 15	11 30 15	11 15	0	0	0								
12 01 15	12 31 15	12 15	0	0	0								
01 01 16	01 31 16	01 16	0	0	0								
02 01 16	02 28 16	02 16	0	0	0								
03 01 16	03 31 16	03 16	0	0	0								
04 01 16	04 30 16	04 16	0	0	0								
05 01 16	05 31 16	05 16	0	0	0								
06 01 16	06 30 16	06 16	0	0	0								
ANNUAL:									0	0	0		
<b>(002) - ENTER YOUR CHANGES.</b>													
TRANS: 029			KEY 1: T1			KEY 2: 16			KEY 3: _____			DIST: 00011	
MP b											NUM	21/027	

Please refer to your HRS System Operations Manual, beginning on Page II-90, for descriptions of each field shown on the Work Calendar Table Screen.

3. In the **DESCRIPTION field**, enter **calendar’s description**.
  - Up to 12 characters
  - Informational only
  
4. In the **HOURS PER DAY field**, enter the **number of hours worked per day**
  - Should be standard full time hours for a full-time employee
  - Informational only
  
5. Delete any accrual periods for which the group of employees tied to this calendar **will not be paid** including the zero on the Paid Work Days, Paid Non-Work Days, and Unpaid Days columns.

 **IMPORTANT: Summer sessions for certificated employees**: For the last two or three months, the accrual periods with zeros in the Paid Work Days field should remain on the calendar. See examples [Pages 30 and 31](#).

6. For the remaining accrual periods, replace the zero in the Paid Work Days column with the number of paid work days for that accrual period. All accrual periods must have a value from 0 to 23. Classified and certificated work calendars are defined as follows.
  - **Classified calendars** should represent the **possible** work days in the accrual periods worked by the classified employees including holidays, vacation, and furlough days.
  - **Certificated calendars** should represent the **required or actual** work days in the accrual period. It should not include holidays.
7. In the **BEGIN DATE field** and the **END DATE field**, enter the dates that determine the beginning and ending work dates for those tied to this calendar.
8. Hit the **Enter key** on your keyboard to have the calendar edited.
  - If there are errors, HRS will highlight those errors. You will need to correct them and hit the Enter key on your keyboard to have the calendar edited again for errors.

If there are no errors, HRS will prompt, “PLEASE REVIEW DATA ON SCREEN. OK TO PROCEED?”

9. In the **action field**, type **Y** to save your calendar.

The process is now complete. You have now successfully built a work calendar. Since it is done in real time, your calendar is active and can now be used.

## **Step 3 – After Building Work Calendars**

### Step 3 - After Building Work Calendars

After building your work calendars, make sure the information on the work calendars is accurate. The accuracy is important because it is used to tell HRS:

- How many working days constitute a full accrual period
- The total number of working days in a fiscal year
- The first day and last day of work for those tied to this calendar

Also, HRS looks at the Salary/Pay Rate Screen (005) in EDB for the work calendar to use during retro transaction generation. It does not look at pay history.



**IMPORTANT:** As a safety precaution, we strongly recommend you review the accuracy of the data contained in the work calendars. You can search for a listing of your calendars using Function 11 or 16. Refer to the “Before Building a Work Calendar” section in this manual for more information on how to search for a work calendar. To access the detail screen for a specific work calendar from the transaction menu, refer to the “Build a Work Calendar” section in this manual.



**NOTE:** Work calendars are applicable for one fiscal year only.

## **Calendar Examples**

C - WORK CALENDARS

12-month classified

** CTL - WORK CALENDAR TABLE - UPDATE **													1129
CALENDAR: T1			FISCAL YEAR: 15			DESCRIPTION: <u>12 MO CLASS</u>							
DISTRICT: 00011 HOURS PER DAY: <u>8.00</u> NUMBER OF PERIODS: 12 PAY CYCLE GROUP: G1													
BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS		
07 01 14	07 31 14	07 14	23	0	0								
08 01 14	08 31 14	08 14	21	0	0								
09 01 14	09 30 14	09 14	22	0	0								
10 01 14	10 31 14	10 14	23	0	0								
11 01 14	11 30 14	11 14	20	0	0								
12 01 14	12 31 14	12 14	23	0	0								
01 01 15	01 31 15	01 15	22	0	0								
02 01 15	02 28 15	02 15	20	0	0								
03 01 15	03 31 15	03 15	22	0	0								
04 01 15	04 30 15	04 15	22	0	0								
05 01 15	05 31 15	05 15	21	0	0								
06 01 15	06 30 15	06 15	22	0	0								
ANNUAL:						07 01 14	06 30 15		261	0	0		
<b>(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.</b>													
TRANS: <u>029</u>			KEY 1: <u>T1</u>			KEY 2: <u>15</u>			KEY 3: <u>    </u>			DIST: <u>00011</u>	



C - WORK CALENDARS

11-month classified with no June accrual period

** CTL - WORK CALENDAR TABLE - UPDATE **													1129
CALENDAR: T3			FISCAL YEAR: 15			DESCRIPTION: <u>11MO CL N006</u>							
DISTRICT: 00011			HOURS PER DAY: <u>8.00</u>			NUMBER OF PERIODS: 11			PAY CYCLE GROUP: G1				
BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS		
07 01 14	07 31 14	07 14 14	23	0	0								
08 01 14	08 31 14	08 14 14	21	0	0								
09 01 14	09 30 14	09 14 14	22	0	0								
10 01 14	10 31 14	10 14 14	23	0	0								
11 01 14	11 30 14	11 14 14	20	0	0								
12 01 14	12 31 14	12 14 14	23	0	0								
01 01 15	01 31 15	01 15 15	22	0	0								
02 01 15	02 28 15	02 15 15	20	0	0								
03 01 15	03 31 15	03 15 15	22	0	0								
04 01 15	04 30 15	04 15 15	22	0	0								
05 01 15	05 31 15	05 15 15	21	0	0								
ANNUAL:						07 01 14	05 31 15		239	0	0		
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.													
TRANS: <u>029</u>			KEY 1: <u>T3</u>			KEY 2: <u>15</u>			KEY 3: <u>1</u>			DIST: <u>00011</u>	



C - WORK CALENDARS

12-month classified paid on a semi monthly basis

** CTL - WORK CALENDAR TABLE - UPDATE **												1129
CALENDAR: T5			FISCAL YEAR: 15			DESCRIPTION: CLASS SUB						
DISTRICT: 00011			HOURS PER DAY: 8.00			NUMBER OF PERIODS: 24			PAY CYCLE GROUP: G5			
BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	
07 01 14	07 15 14	07 14	11	0	0	01 01 15	01 15 15	01 15	11	0	0	
07 16 14	07 31 14	07 14	12	0	0	01 16 15	01 31 15	01 15	11	0	0	
08 01 14	08 15 14	08 14	11	0	0	02 01 15	02 15 15	02 15	10	0	0	
08 16 14	08 31 14	08 14	10	0	0	02 16 15	02 28 15	02 15	10	0	0	
09 01 14	09 15 14	09 14	11	0	0	03 01 15	03 15 15	03 15	10	0	0	
09 16 14	09 30 14	09 14	11	0	0	03 16 15	03 31 15	03 15	12	0	0	
10 01 14	10 15 14	10 14	11	0	0	04 01 15	04 15 15	04 15	11	0	0	
10 16 14	10 31 14	10 14	12	0	0	04 16 15	04 30 15	04 15	11	0	0	
11 01 14	11 15 14	11 14	10	0	0	05 01 15	05 15 15	05 15	11	0	0	
11 16 14	11 30 14	11 14	10	0	0	05 16 15	05 31 15	05 15	10	0	0	
12 01 14	12 15 14	12 14	11	0	0	06 01 15	06 15 15	06 15	11	0	0	
12 16 14	12 31 14	12 14	12	0	0	06 16 15	06 30 15	06 15	11	0	0	
ANNUAL:									07 01 14	06 30 15	261 0 0	
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.												
TRANS: 029			KEY 1: T5			KEY 2: 15			KEY 3: _____			DIST: 00011

C - WORK CALENDARS

11-month teachers

** CTL - WORK CALENDAR TABLE - UPDATE **													1129
CALENDAR: T6			FISCAL YEAR: 15			DESCRIPTION: <u>11 MO TEACH</u>							
DISTRICT: 00011			HOURS PER DAY: <u>7.00</u>			NUMBER OF PERIODS: 11			PAY CYCLE GROUP: G1				
BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS		
08 01 14	08 31 14	08 14	5	0	0								
09 01 14	09 30 14	09 14	21	0	0								
10 01 14	10 31 14	10 14	23	0	0								
11 01 14	11 30 14	11 14	16	0	0								
12 01 14	12 31 14	12 14	15	0	0								
01 01 15	01 31 15	01 15	20	0	0								
02 01 15	02 28 15	02 15	18	0	0								
03 01 15	03 31 15	03 15	22	0	0								
04 01 15	04 30 15	04 15	22	0	0								
05 01 15	05 31 15	05 15	20	0	0								
06 01 15	06 30 15	06 15	6	0	0								
						ANNUAL: 08 22 14 06 09 15			188	0	0		
<b>(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.</b>													
TRANS: 029			KEY 1: T6			KEY 2: 15			KEY 3:			DIST: 00011	

C - WORK CALENDARS

**Teachers that work 10 months but get paid over 11 months with 11 equal payments**

** CTL - WORK CALENDAR TABLE - UPDATE **													1129
CALENDAR: T8			FISCAL YEAR: 15			DESCRIPTION: 11 MO PAY TE							
DISTRICT: 00011 HOURS PER DAY: 7.00 NUMBER OF PERIODS: 11 PAY CYCLE GROUP: G1													
BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS		
08 01 14	08 31 14	08 14	0	0	0								
09 01 14	09 30 14	09 14	21	0	0								
10 01 14	10 31 14	10 14	23	0	0								
11 01 14	11 30 14	11 14	16	0	0								
12 01 14	12 31 14	12 14	15	0	0								
01 01 15	01 31 15	01 15	20	0	0								
02 01 15	02 28 15	02 15	18	0	0								
03 01 15	03 31 15	03 15	22	0	0								
04 01 15	04 30 15	04 15	22	0	0								
05 01 15	05 31 15	05 15	21	0	0								
06 01 15	06 30 15	06 15	10	0	0								
ANNUAL:						08 31 14	06 15 15		188	0	0		
(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.													
TRANS: 029			KEY 1: T8			KEY 2: 15			KEY 3: _____			DIST: 00011	

C – WORK CALENDARS

**12-month certificated Superintendent**

** CTL - WORK CALENDAR TABLE - UPDATE **													1129
CALENDAR: T7			FISCAL YEAR: 15			DESCRIPTION: <u>12 MO SUPER</u>							
DISTRICT: 00011			HOURS PER DAY: <u>8.00</u>			NUMBER OF PERIODS: 12			PAY CYCLE GROUP: G1				
BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS		
07 01 14	07 31 14	07 14	22	0	0								
08 01 14	08 31 14	08 14	21	0	0								
09 01 14	09 30 14	09 14	21	0	0								
10 01 14	10 31 14	10 14	23	0	0								
11 01 14	11 30 14	11 14	16	0	0								
12 01 14	12 31 14	12 14	20	0	0								
01 01 15	01 31 15	01 15	20	0	0								
02 01 15	02 28 15	02 15	18	0	0								
03 01 15	03 31 15	03 15	22	0	0								
04 01 15	04 30 15	04 15	22	0	0								
05 01 15	05 31 15	05 15	20	0	0								
06 01 15	06 30 15	06 15	22	0	0								
ANNUAL:						07 01 14	06 30 15		247	0	0		
<b>(005) - UPDATE FROM PREVIOUS SCREEN SUCCESSFUL.</b>													
TRANS: <u>029</u>			KEY 1: <u>T7</u>			KEY 2: <u>15</u>			KEY 3: <u>    </u>			DIST: <u>00011</u>	

It includes all possible work days excluding holidays. **This calendar should also include vacation days if they are stated in their contract.**

 **NOTE:** 12-month classified management would use a 12-month classified calendar. Refer to the screenshot for 12-month classified employees on [Page 22](#).





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SECTION III.

**CHANGES TO EXISTING WORK CALENDARS**

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## **Editing an Existing Work Calendar Table**

### Editing an Existing Work Calendar

Any of the fields that were input on a work calendar can be changed.

**IMPORTANT:**



Avoid making calendar code changes on the EDB or making changes in the paid workdays on the calendar after a time file has been generated and before the payroll has been produced. This can result in an employee receiving an incorrect pay.



If you change a work calendar after the fiscal year has started and the employee has started work, you will need to contact the SFS Retirement Unit to make sure the change does not adversely affect the employee’s retirement.

1. Refer to the “Build a Work Calendar” section in this manual to access the detail screen from the transaction menu.

```

** CTL - DISTRICT UPDATE - MENU **                               1100

TRANS  ----- DESCRIPTION ----- KEY(S) -----
000    CTL DISTRICT UPDATE MENU
004 *  JOB CLASSIFICATION TABLE      JOB CLASS: _____
009 *  LEAVE ACCRUAL TABLE           PLAN: _____ TYPE:  _
011 *  WORK LOCATION TABLE          WORK LOC: _____ SUBSITE:  _
024 *  SALARY SCHEDULE C/S-TEACHER    VERSION  _ SCHEDULE:  _ STEP:  _
025 *  SALARY SCHEDULE R/S-OTHERS     VERSION  _ SCHEDULE:  _ RANGE:  _
026 *  STIPENDS TABLE                VERSION  _ STIPEND CD:  _
027 *  BENEFITS TABLE                VERSION  _ PLAN CODE:  _
028    DISTRICT CODES TABLE          CODE TYPE:  _ CODE (OPT):  _
029 *  WORK CALENDAR TABLE           CALENDAR:  _ FS YEAR:  _ MASTER:  _
031    ORGANIZATIONAL CHART           SUPV POS:  _ TRL:  _
034    SALARY MASS CHANGE C/S-TEACHER VERSION:  F SCHEDULE:  _
035    SALARY MASS CHANGE R/S-OTHERS  VERSION:  F SCHEDULE:  _
036    STIPEND MASS CHANGE            VERSION:  F STIPEND CD:  _
039    REPORT REQUEST
040 *  SPEED KEY/ACCOUNT CODE LINKUP   SPEED KEY:  _____
      * ENTER "S" FOR TABLE SEARCH

INTERRUPT:  _____

TRANS: 029   KEY 1: C   KEY 2: 15   KEY 3:   DISTRICT: 00011
MA b                                             24/044
    
```

C – WORK CALENDARS

```

** CTL - WORK CALENDAR TABLE - UPDATE **
1129
CALENDAR: C      FISCAL YEAR: 15      DESCRIPTION: K-8 AST PRIN
DISTRICT: 00011 HOURS PER DAY: 8.00  NUMBER OF PERIODS: 12  PAY CYCLE GROUP: G1

```

BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS
07 01 14	07 31 14	07 14 14	5	0	0						
08 01 14	08 31 14	08 14 14	14	0	0						
09 01 14	09 30 14	09 14 14	21	0	0						
10 01 14	10 31 14	10 14 14	21	0	0						
11 01 14	11 30 14	11 14 14	16	0	0						
12 01 14	12 31 14	12 14 14	12	0	0						
01 01 15	01 31 15	01 15 15	20	0	0						
02 01 15	02 28 15	02 15 15	20	0	0						
03 01 15	03 31 15	03 15 15	22	0	0						
04 01 15	04 30 15	04 15 15	16	0	0						
05 01 15	05 31 15	05 15 15	22	0	0						
06 01 15	06 30 15	06 15 15	21	0	0						
ANNUAL:						07 01 14	06 30 15		210	0	0

(002) - ENTER YOUR CHANGES.

TRANS: 029    KEY 1: C    KEY 2: 15    KEY 3:    DIST: 00011

MA b    NUM    24/076

You can change or remove any of the following fields.

- Description text (memo only)
- Hours per day text (memo only)
- Paid work days value(s)
- Delete an accrual period
- Any of the annual date values

You cannot

- Change accrual period dates
- Add an accrual period

Once you have made all of your changes, hit the Enter key on your keyboard.

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## **Deleting an Existing Work Calendar Table**

### Deleting an Existing Work Calendar Table

Use caution when deleting a calendar. This could have a disastrous effect on payroll processing.



**IMPORTANT:** Once the table is deleted, you cannot undo the delete process.

1. Refer to the “Build a Work Calendar” section in this manual to access the detail screen from the transaction menu.

```

** CTL - DISTRICT UPDATE - MENU **                               1100

TRANS  ----- DESCRIPTION ----- KEY(S) -----
000    CTL DISTRICT UPDATE MENU
004 *  JOB CLASSIFICATION TABLE      JOB CLASS: _____
009 *  LEAVE ACCRUAL TABLE           PLAN:      _____ TYPE:  _
011 *  WORK LOCATION TABLE          WORK LOC:  _____ SUBSITE: _
024 *  SALARY SCHEDULE C/S-TEACHER   VERSION   _ SCHEDULE: _ STEP:  _
025 *  SALARY SCHEDULE R/S-OTHERS    VERSION   _ SCHEDULE: _ RANGE: _
026 *  STIPENDS TABLE               VERSION   _ STIPEND CD:  _
027 *  BENEFITS TABLE               VERSION   _ PLAN CODE:  _
028    DISTRICT CODES TABLE         CODE TYPE: _ CODE (OPT): _____
029 *  WORK CALENDAR TABLE          CALENDAR: _ FS YEAR:  _ MASTER:  _
031    ORGANIZATIONAL CHART          SUPV POS:  _____ TRL:  _
034    SALARY MASS CHANGE C/S-TEACHER VERSION:   F SCHEDULE:  _
035    SALARY MASS CHANGE R/S-OTHERS VERSION:   F SCHEDULE:  _
036    STIPEND MASS CHANGE           VERSION:   F STIPEND CD:  _
039    REPORT REQUEST
040 *  SPEED KEY/ACCOUNT CODE LINKUP  SPEED KEY: _____
      * ENTER "S" FOR TABLE SEARCH

INTERRUPT: _____

TRANS: 029   KEY 1: C   KEY 2: 15   KEY 3:   DISTRICT: 00011
MA b                                             24/044
    
```

## C – WORK CALENDARS

** CTL - WORK CALENDAR TABLE - UPDATE **													1129	
CALENDAR: C			FISCAL YEAR: 15			DESCRIPTION: K-8 AST PRIN								
DISTRICT: 00011 HOURS PER DAY: 8.00 NUMBER OF PERIODS: 12 PAY CYCLE GROUP: G1														
BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS			
07 01 14	07 31 14	07 14	5	0	0									
08 01 14	08 31 14	08 14	14	0	0									
09 01 14	09 30 14	09 14	21	0	0									
10 01 14	10 31 14	10 14	21	0	0									
11 01 14	11 30 14	11 14	16	0	0									
12 01 14	12 31 14	12 14	12	0	0									
01 01 15	01 31 15	01 15	20	0	0									
02 01 15	02 28 15	02 15	20	0	0									
03 01 15	03 31 15	03 15	22	0	0									
04 01 15	04 30 15	04 15	16	0	0									
05 01 15	05 31 15	05 15	22	0	0									
06 01 15	06 30 15	06 15	21	0	0									
ANNUAL:									07 01 14	06 30 15		210	0	0
<b>(002) - ENTER YOUR CHANGES.</b>													<b>D</b>	
TRANS: 029 KEY 1: C KEY 2: 15 KEY 3: DIST: 00011														
MA b NUM 24/076														

1. In the **action field**, type **D** to delete.
2. Hit the **Enter key** on your keyboard.

** CTL - WORK CALENDAR TABLE - UPDATE **													1129	
CALENDAR: C			FISCAL YEAR: 15			DESCRIPTION: K-8 AST PRIN								
DISTRICT: 00011 HOURS PER DAY: 8.00 NUMBER OF PERIODS: 12 PAY CYCLE GROUP: G1														
BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS	BEGIN DATE	END DATE	APPL DATE	PAID WORK DAYS	PAID N WRK DAYS	UN PAID DAYS			
07 01 14	07 31 14	07 14	5	0	0									
08 01 14	08 31 14	08 14	14	0	0									
09 01 14	09 30 14	09 14	21	0	0									
10 01 14	10 31 14	10 14	21	0	0									
11 01 14	11 30 14	11 14	16	0	0									
12 01 14	12 31 14	12 14	12	0	0									
01 01 15	01 31 15	01 15	20	0	0									
02 01 15	02 28 15	02 15	20	0	0									
03 01 15	03 31 15	03 15	22	0	0									
04 01 15	04 30 15	04 15	16	0	0									
05 01 15	05 31 15	05 15	22	0	0									
06 01 15	06 30 15	06 15	21	0	0									
ANNUAL:									07 01 14	06 30 15		210	0	0
<b>(001) - PLEASE REVIEW DATA ON SCREEN - OK TO DELETE?</b>													<b>*</b>	
TRANS: 029 KEY 1: C KEY 2: 15 KEY 3: DIST: 00011														
MA b NUM 24/076														

The system generates a message, “(001) – PLEASE REVIEW DATA ON SCREEN – OK TO DELETE?”

3. In the **action field**, type **\*** (asterisk) to confirm deletion.
4. Hit the **Enter key** on your keyboard.

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SECTION IV.

**REPORT GENERATED**

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**Work Calendar Table (AIMS029)**

When a calendar is created, changed, or deleted, a Work Calendar Table Report (AIMS029) is generated for all affected calendars. This report is posted to HRS Personnel Reports in RAD. If you do not have access to this feature in RAD, please contact the HRS Operations and Security Unit at [SFSSecurity@laoe.edu](mailto:SFSSecurity@laoe.edu).

C - WORK CALENDARS

AIMS029/PF0100XY/090704

PERSONNEL/PAYROLL/RETIREMENT SYSTEM

PAGE NO. 0001

RUN TIME 10:43:25

DIST: 00011 SFS TRAINING DISTRICT

RUN DATE 02/03/15

PROCESS DATE 02/02/15 h

WORK CALENDAR TABLE (29)

DESCRIPTION: 11MO CL NO06

CAL YEAR	HOURS PER DAY	TOTAL PERIOD	PAY CYCLE GROUP	PERIOD	BEGINNING DATE	ENDING DATE	APPL MO/YR	PAID WORK DAYS	PAID NON-WORK DAYS	UNPAID DAYS	TOTAL DAYS
T3 15	8.00	11	G1	1	07/01/14	07/31/14	07/14	23	0	0	23
				2	08/01/14	08/31/14	08/14	21	0	0	21
				3	09/01/14	09/30/14	09/14	22	0	0	22
				4	10/01/14	10/31/14	10/14	23	0	0	23
				5	11/01/14	11/30/14	11/14	20	0	0	20
				6	12/01/14	12/31/14	12/14	23	0	0	23
				7	01/01/15	01/31/15	01/15	22	0	0	22
				8	02/01/15	02/29/15	02/15	20	0	0	20
				9	03/01/15	03/31/15	03/15	22	0	0	22
				10	04/01/15	04/30/15	04/15	22	0	0	22
				11	05/01/15	05/31/15	05/15	21	0	0	23
					07/01/14	06/30/15		239	0	0	239

ANNUAL:



