**School Calendars**

There are 2 ways to move your School Calendars.

1. In the **Next Pay Frequency > Tables > Workday Calendars > School** **Calendar tab** must have 2 characters in the Calendar Code.
* To Correct the one-digit code to a two-digit code:
* Click on the +Add
* Ender a two-digit code – Example 1 to 01, 2 to 02 etc.



* **Copy School Calendar Tab.**
	+ Enter Frequency
	+ Select the Calendar Code you want to copy.
	+ Save.
	+ Repeat until you have copied all with a 2-digit code.



* **Delete Calendars.** Now you will want to delete the calendars that you just copied

**Tables > Workday Calendars > Delete School Calendar**

* Select the Calendars that you want to delete
* SAVE



Now you are ready to Copy Next Year Tables to Current Year.

1. If you do not choose step a. then due to a program issue, School Calendars must be moved separately.
* Uncheck tables that were just copied.
* Select the ellipses beside School Calendars.
* Select one calendar at a time and copy. Continue until all calendars except TR and Summer School have been copied (TR calendar will be copied in a later step).



