

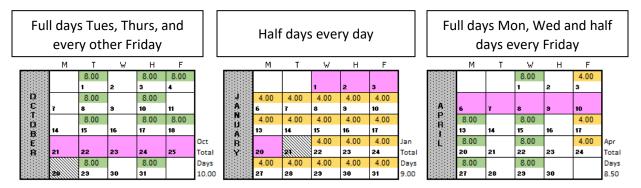
## **Multiple Location Calendar Tutorial**

Enable Macros. Please download and open calendar in Microsoft Excel. Google sheets will not calculate correctly.

1. Enter top section of each worksheet. Use drop down menu if applicable (Calendar type, school, etc.)

Name:	Jane Smith						Subjecti	Grade:			SLP			_	Calendar:		Elem		Schoo	l Year:	2019-2
Location A:	BLUFFDALE ELEMENTARY			FTE:	0.60	Lo	cation B:	MIDA	S CREEK	ELEME	NTARY			Ree	quired Days for Location A:	185 Sec 177_Flex 177_A_Tr	ack	Days			
M	TWHF		M	Т	W	н	F			M	т	W	н	F		177_B_Tr 177_C_Tr				F	
+	2 3 4 5			1	2	3	4					1	2	3		177_D_Tr	ack	~		3	
	9 10 II 12	C T	7	8	9	10	11		J A N	6	7	8	9	10	A	6	7	8	9	10	

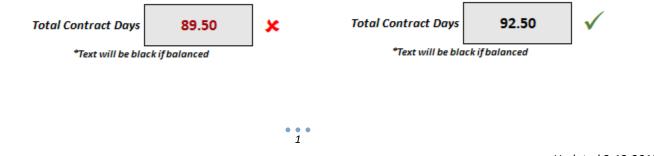
2. Employee must complete a calendar with their work schedule for each location by entering the hours they will work per contract day. The schedule must be opposite from the other location. Examples of some schedules are shown here.



3. Parent Teacher Conference dates will be entered in the lower left hand box per location. Each location will be allotted 2 PTC dates. Any additional dates will need to be preapproved by the principal and a timesheet must be submitted.

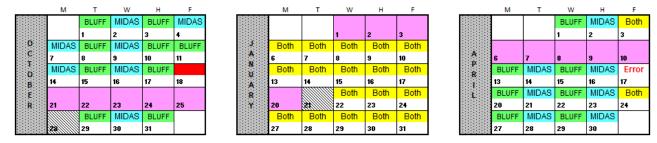
	Parent-Teacher C	onferences (PTC)	)
	included in the total contract. mitted on a time sheet. Note		s worked must be approved by paid from budget 0050.
1)	0.50	3)	0.5 (Timesheet)

4. After completing your individual calendar for each location. The bottom right box will let you know if you have the correct amount of hours/days for each location's calendar. If this box does not show a GREEN checkmark, you will need to adjust your days.



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5. The combined calendar worksheet will show which location is scheduled each day and will show if there are any errors or missed contract days.



- 6. Leave Day Equivalent Table
  - a. The combined worksheet has a table that will calculate the Leave Day Equivalent. For example: If an employee works a 6 hours on Wednesday's and needs to take a sick day, they will enter 6 hours in the "Total Hours" field and hit Enter. This calculates the employee will need to enter 0.75 sick days into Skyward for that contract day.

Leave Day Equivalent							
6.00	1.00	<u>0.75</u>					
0.00	1.00	Skyward Days					
Total Hours	Total FTE	To be Entered					
Enter total hours of day you want to take off							
and hit enter.							

7. All three calendars must be filled out ELECTRONICALLY and printed for signatures. Hard copy calendars with original signatures will be sent to Human Resources.

## PRINTING HELP

### PC Users

Please print out these calendars on one page. You may have to adjust your printer settings. To adjust, select **Scaling** and select <u>Fit all on One Page</u> or click the Print button on the bottom right of calendar worksheet.

### MAC Users

Please print out these calendars on one page. You may have to adjust your printer settings. To adjust, select **Scale to Fit** and enter <u>1</u> page wide by <u>1</u> pages tall.

<u>Recommendation</u>: Save a copy of this calendar to your desktop for easy access to the Leave Day Equivalent table.

Calendars may only be changed twice per contract year. Revisions must be preapproved and signed by principal/director and a new calendar for both locations submitted to HR.