

## USPS-R Job Calendars

**Job Calendars** are used to indicate the work schedule of an employee. Included in the work schedule are holidays, calamity days and make-up days. Each Compensation in the USPS system will reference a certain job calendar.

### Purpose of a Job Calendar

Job Calendars used in conjunction with the attendance programs will determine retirement service days, ODJFS work weeks and EMIS attendance/absence days. The rules used by USPS in figuring contract days worked, retirement service days, ODJFS work weeks and EMIS attendance/absence days can be found in the **Calculating Days and Weeks for Reporting Purposes** Chapter of this manual.

Job Calendars will also be used to determine which, if any, holiday and calamity accounts in USAS should be charged during a given period. USPS does not post to the USAS accounts, but will create a file that will be used to post to the USAS accounts (USAS Integration ->Leave Projection Submission).

Job Calendars is used to add, delete, modify, copy, and mass change calendars. The **copy function** allows you to copy a calendar from one calendar type to another. **Mass change** allows you to enter things such as holidays and calamity days across many calendars at once. *These are effective time savers!*

Job Calendars can be added at any time **before** the payroll in which they will be used. For appropriate new contract calculations to occur, job calendars for the upcoming contract year need to be created **before** the new contract program is utilized to create new contracts.

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Job Calendars

+ Create + Mass Change + Copy <input checked="" type="checkbox"/> Mass Change			<input type="checkbox"/> Include Archived		Q Advanced Query	Report	More	Reset
	Type		Description					
	<input checked="" type="checkbox"/>	<input type="radio"/>	dmb	television				
	<input checked="" type="checkbox"/>	<input type="radio"/>	fvr	discovered				
	<input checked="" type="checkbox"/>	<input type="radio"/>	gts	automatically				
	<input checked="" type="checkbox"/>	<input type="radio"/>	hmp	automatically				
	<input checked="" type="checkbox"/>	<input type="radio"/>	hra	automatically				
	<input checked="" type="checkbox"/>	<input type="radio"/>	iud	automatically				
	<input checked="" type="checkbox"/>	<input type="radio"/>	jvl	television				

### Audit Report option

After creating and saving a **Job Calendar** record, or to see any changes that were made to a **Job Calendars** record there is a option to run an **Audit Report** directly

from the **Job Calendar** record.

User must be in **VIEW** mode to see the **Audit Report** button. On the **Job Calendars** record--Click on the  button.

Job Calendar + x

Type

Description

Archived

Day Count Totals	Work	Holiday	Calamity	Makeup
Fiscal Year 2022	175	7	0	0
Calendar Year 2022	91	3	0	0
1st Quarter 2022	56	2	0	0
February 2022	19	1	0	0
Custom Date Range	19	1	0	0

Custom Start  Stop

**February 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 Work Day	1 Feb Work Day	2 Work Day	3 Work Day	4 Work Day	5
6	7 Work Day	8 Work Day	9 Work Day	10 Work Day	11 Work Day	12
13	14 Work Day	15 Work Day	16 Work Day	17 Work Day	18 Work Day	19
20	21 Holiday	22 Work Day	23 Work Day	24 Work Day	25 Work Day	26

Click on the  button.

Enter a **Start Date** and **Stop Date** and click on the  button.

Single-Obj... + x

Start Date

Stop Date

The report heading on this single object audit report will include the start/stop date on the Title Page and the title on the report will be **USPS Audit Report - (Job Calendar)**

**Tucker (Demo) Schools**




Start Date: 02/18/2022  
Stop Date: 02/18/2022

**Tucker (Demo) Schools**  
**USPS Audit Report - Single Object (Job Calendar)**

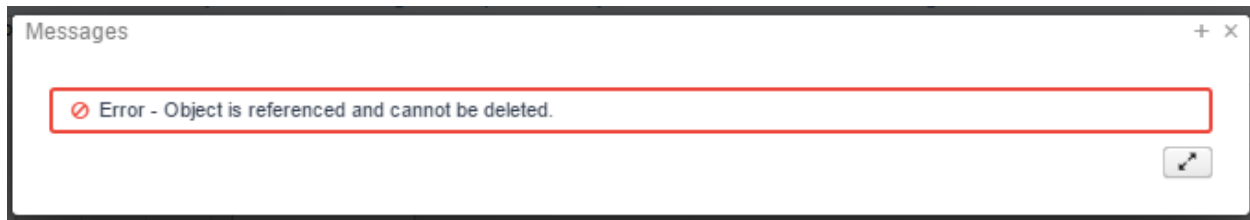
Timestamp	Username	Operation	Target Type	Target Key	Field Name	Old Value	New Value
02/18/2022 2:42:23 PM	admin	ADD	Day	Job Calendar: cud Date: 02/21/2022	date	null	2022-02-21T00:00:00-0500
					code	null	Holiday
					jobCalendar	null	null
					hasInitialAudit	null	true
					id	null	e59eff5e-b8f1-4495-88a9-8ccd57ec4362

## Search/View/Edit/Delete Job Calendars

The Job Calendars Grid allows the user to search for existing Job Calendars. You can either enter in the Type or a few characters in any of the grid headings and all occurrences of that search will show up and then you can choose the item(s) you want to view or edit. You can then click on

the  next to the Employee record you are searching for to view the data relating to this Job Calendar or click on the  to edit the record or  to delete the record.




A Calendar with days already tied to pay records cannot be deleted. An Error will occur:



## Include Archived

Option to hide unused Job Calendars



Click on  next to the calendar you wish to hide. Then select  and click on .

Type:

Description:

Archived

Day Count Totals	Work	Holiday	Calamity	Makeup
Fiscal Year 2019	0	0	0	0
Calendar Year 2019	0	0	0	0
2nd Quarter 2019	0	0	0	0
April 2019	0	0	0	0
Custom Date Range	0	0	0	0

Custom Start:  Stop:

Start Date:  End Date:  Type:   Include Weekends

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Apr	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1 May	2	3	4

+ Create		+ Mass Change		+ Copy	<input checked="" type="checkbox"/> Mass Change	<input type="checkbox"/> Include Archived	Advanced Query	Report	More	Reset
Type	Description									
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> fvr	discovered									
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> gts	automatically									
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> hmp	automatically									
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> hra	automatically									
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> lud	automatically									

To see Archived Job Calendars, click on  Include Archived

+ Create		+ Mass Change		+ Copy	<input checked="" type="checkbox"/> Mass Change	<input checked="" type="checkbox"/> Include Archived	Advanced Query	Report	More	Reset
Type	Description									
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> dnb	television									
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> fvr	discovered									

To add the Archived column to the grid, click on the **More** option:

Job Calendars

+ Create + Mass Change + Copy <input type="checkbox"/> Mass Change				<input checked="" type="checkbox"/> Include Archived	Q Advanced Query	Report	More	Reset
	Type	Description	Archived					
<input type="checkbox"/>	dnb	television	true					
<input type="checkbox"/>	fvr	discovered	false					
<input type="checkbox"/>	gts	automatically	false					

## Day Count Totals Grid

There is a Day Count Totals grid box available that will allow you to see the following Day Count options:

- Fiscal Year
  - July through June of respective fiscal year
- Calendar Year
  - January through December of respective calendar year
- Quarter
  - 1st Quarter-January through March
  - 2nd Quarter- April through June
  - 3rd Quarter-July through September
  - 4th Quarter-October through December
- Month
  - Month currently displayed on screen (current period)
- Custom Date Range
  - User can enter in the Custom Start Date and Custom Stop date to obtain the number of respective days for that time period. (04012022, 04/01/2022 or Date Shortcuts can be used)
- Date Shortcuts - you can use the beginning and ending characters to indicate the beginning and ending dates for the current applicable period. Please note these aren't case-sensitive:
  - **FiscalL**
    - F - 1st day of current fiscal start date 7/1/21
    - L - Last day of current fiscal end date 6/30/22
  - MonthH** (based on current system date)
    - M - 1st day of current month 4/1/22
    - H - Last day of current month 4/30/22
  - Week**
    - W - 15th day of current month 4/15/22
    - K - Saturday of current week 4/23/22
  - PeriodD** (Posting Period)
    - P - 1st day of next month 5/1/22

D - Last day of next month 5/31/22

**Quarter**

Q - 1st day of current quarter 4/1/22

U - Current date 5/11/22

T - today

+ Tomorrow's date 5/12/22

- Yesterday's date 5/10/22

The available Day options are:

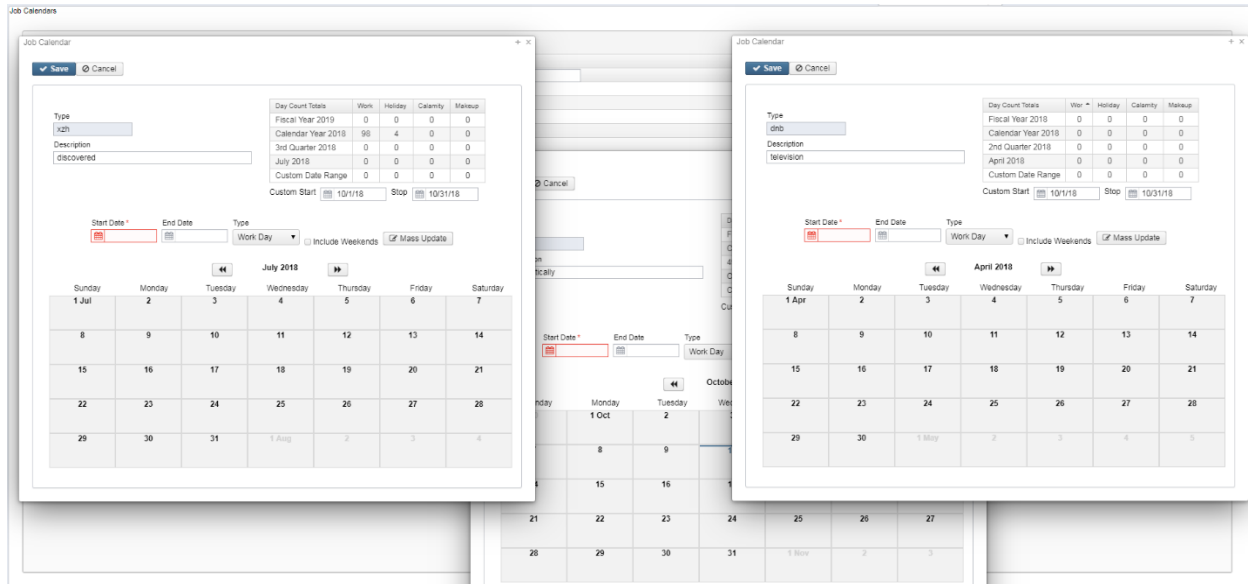
- Work Days
- Holidays
- Calamity Days
- Makeup Days

Day Count Totals	Work	Holiday	Calamity	Makeup
Fiscal Year 2019	240	0	0	0
Calendar Year 2018	201	0	0	0
3rd Quarter 2018	65	0	0	0
September 2018	20	0	0	0
Custom Date Range	86	0	0	0

Custom Start  Stop

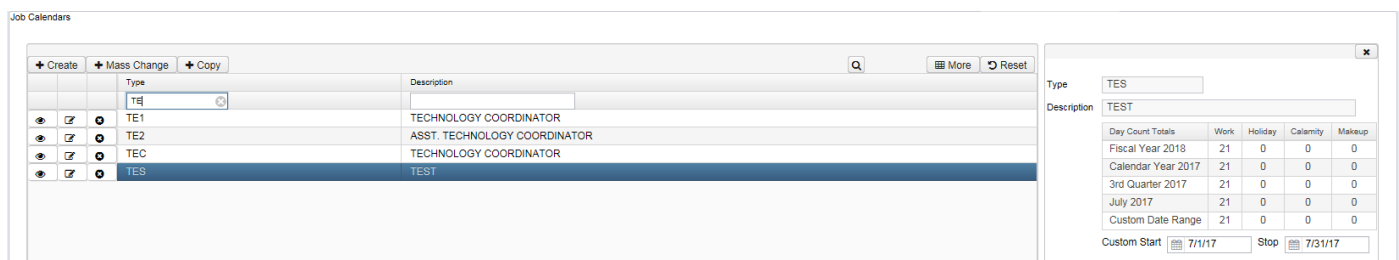
## Viewing/Editing multiple Job Calendars

Multiple Job Calendars can be viewed or edited at once. Select the calendar wanting to view, at top of calendar, grab and drag over. Then can select another calendar to open:



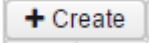
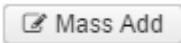
## Highlight Viewer

To use the 'Highlight Viewer', select the row in the grid to view. The 'Highlight Viewer' on the right hand side will appear:



## Add new Job Calendar

**Note \*\* You can create as many job calendars as you want, but any Compensation can have exactly one Calendar. If a Position has multiple Compensations, each Compensation can have its own calendar, so you can have as many different job calendars for a Position as they have Compensations. So, if they want 10,000 Job Calendars for one Position, they just need to have 10,000 Compensations \*\***

1. From Core menu select 'Job Calendar'
2. Click on 
3. Enter in the:
  - a. Type
  - b. Description - The total length of the description is 33 characters/spaces (if longer, when running Job Calendar Report, it will print on 3 pages instead of 2)
  - c. Start and Stop Date - Enter a date 04012022, 04/01/2022 or Date Shortcuts can be used.
  - d. Type of day
    - i. W - Work Day
    - ii. H - Holiday
    - iii. C - Calamity Day
    - iv. M - Make-Up for Calamity Day
    - v. Blank - Non-Work day or Unpaid Holiday
  - e. Should Weekends be included?
4. Once all Calendar information is added, select 
5. Click on 'Save'
6. A '**Day Count Totals**' section will show **MTD, QTD, FYTD** and **YTD** totals for Work, Holiday, Calamity and Makeup Days. Custom Start and Stop dates can be selected to allow the user to return day counts for a '**Custom Date Range**'. These counts should be relative to the current month selected.



Job Calendar Create + x

Type\*

Description

Day Count Totals	Work	Holiday	Calamity	Makeup
Fiscal Year 2019	23	0	0	0
Calendar Year 2018	23	0	0	0
4th Quarter 2018	23	0	0	0
October 2018	23	0	0	0
Custom Date Range	23	0	0	0


Custom Start  Stop

Start Date\*  End Date  Type   Include Weekends

**October 2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Oct Work Day	2 Work Day	3 Work Day	4 Work Day	5 Work Day	6
7	8 Work Day	9 Work Day	10 Work Day	11 Work Day	12 Work Day	13
14	15 Work Day	16 Work Day	17 Work Day	18 Work Day	19 Work Day	20
21	22 Work Day	23 Work Day	24 Work Day	25 Work Day	26 Work Day	27
28	29 Work Day	30 Work Day	31 Work Day	1 Nov	2	3

## Edit/Modify a Calendar Day

1. Select the Calendar to be updated
2. Click on 
3. To Change a single date on the Calendar, simply right click on the calendar day and select the new Type Or enter the Start and End Date and the Type and click on  to add or update the Type of day.

Job Calendar Create + x

Type \*

Description

Day Count Totals	Work	Holiday	Calamity	Makeup
Fiscal Year 2019	22	1	0	0
Calendar Year 2018	22	1	0	0
4th Quarter 2018	22	1	0	0
October 2018	22	1	0	0
Custom Date Range	22	1	0	0

Custom Start  Stop

Start Date \* 
 End Date 
 Type 
 Include Weekends

October 2018


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Oct Work Day	2 Work Day	3 Holiday	4 Work Day	5 Work Day	6
7	8 Work Day	9 Work Day	10 Work Day	11 Work Day	12 Work Day	13
14	15 Work Day	16 Work Day	17 Work Day	18 Work Day	19 Work Day	20
21	22 Work Day	23 Work Day	24 Work Day	25 Work Day	26 Work Day	27
28	29 Work Day	30 Work Day	31 Work Day	1 Nov	2	3

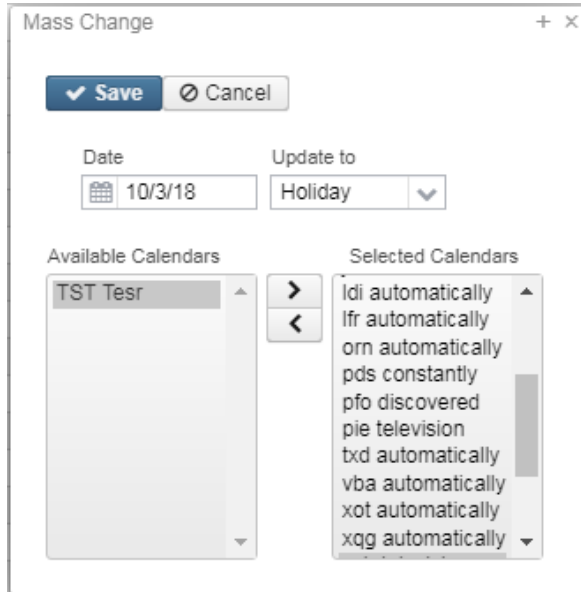
4. click on  or 'Cancel' to not save the change

## Mass Change a Calendar Day

The Mass Change option allows the type of day to be updated across several calendar types with a single entry. For example, a district had a calamity day and multiple calendars need marked accordingly.

1. Select
2. Enter in the date to be updated in the **Date** field - (04012022, 04/01/2022 or Date Shortcuts can be used)
3. In the **Update to** field offers the following options:
  - a. Work
  - b. Holiday
  - c. Calamity

- d. Makeup
  - e. Blank = Non work day or Unpaid holiday
4. Select **Available Calendar** or Calendars by holding down the Shift + down arrow key and then click on the  to move then to **Selected Calendars**



- 5.
- 6. click on Save

The day has been changed to a Holiday:

Job Calendar + x

Type

Description

Day Count Totals	Work	Holiday	Calamity	Makeup
Fiscal Year 2019	0	1	0	0
Calendar Year 2018	0	1	0	0
4th Quarter 2018	0	1	0	0
October 2018	0	1	0	0
Custom Date Range	0	1	0	0

Custom Start  Stop

Start Date \*  End Date  Type   Include Weekends

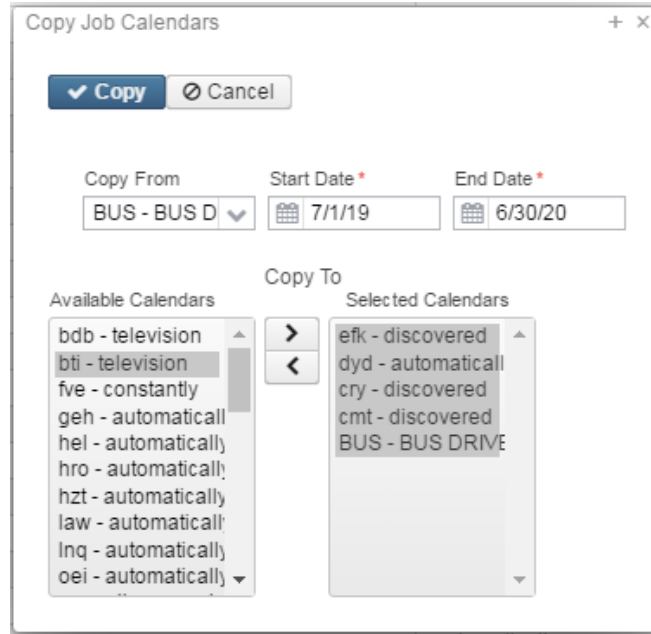
October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Oct	2	3 Holiday	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1 Nov	2	3


1.

## Copy Job Calendars

1. Click on
2. Select the calendar you wish to copy from in the **Copy From** field
3. Enter the starting date of the range you wish to copy from in the **Start Date** field. This is a required field - (04012022, 04/01/2022 or Date Shortcuts can be used)
4. Enter the ending date of the range you wish to copy from in the **End Date** field. This is a required field - (04012022, 04/01/2022 or Date Shortcuts can be used)
5. Select from the **Available Calendars** listed you wish to duplicate, by highlighting one or more by holding down the Shift + Down Arrow key and clicking on



a.

6. Then click on 

## Report Creation

To create a report from the Grid, please click on the Report documentation link to find the How to Steps: [Report](#)



## Job Calendar Report

The **Job Calendar Report** produces a report showing job calendars which have been created. The reporting options allow you to print job calendars according to date ranges and calendar types.

**The most notable update this year is a Job Calendar Report when generated in Landscape mode will typically print on a single page!**

Job Calendar Report Options

Save and Recall: Most Recent [dropdown] [refresh] [save]

Report Title: Job Calendar Report [text box]

Begin Date: \* [calendar icon]

End Date: \* [calendar icon]

Find calendars with work day on date: [calendar icon]

Page Orientation: PORTRAIT [dropdown]




Page Break on new Job Calendar:  
 Show Calendar Outline:  
 Exclude Archived Job Calendars:

Select Job Calendars:

Available	Selected
afg - discovered	
akh - automatically	
bqf - automatically	
car - automatically	
cjv - discovered	
crh - automatically	
cud - television	
dbt - automatically	
djg - discovered	
dlk - discovered	
emb - constantly	
eqm - television	
fgn - automatically	
fmq - automatically	
fop - constantly	
ftg - discovered	
gdm - automatically	
gtg - television	
gxd - automatically	
hlu - television	

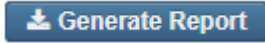
[Generate Report]

## Field Definitions

- The **Save and Recall** option  , allows the users to create and save certain reports  for different report runs for each report option. The **Default** option is the original SSDT report and the **Most Recent** is the last report that was ran by the user. If the report is no longer needed, click on  to **delete** the report. **The Default reports cannot be deleted.**
- Job Calendar Report is the default filename for the calendar report. This can be changed by entering a new file name in the **Report Title** field.
- This report can be generated by a range of dates through the use of the **Begin Date** and **End Date** fields. **(Required Fields)**
- The **Find calendars with work days on date** field allows you to generate a report for calendar types that have a "W" on the calendar for a specific date.
- Select a **Page Orientation** from the dropdown box
  - Portrait
  - Landscape
- The '**Page Break on new Job Calendar**' is automatically checked. If not wanting a Page break in between each new calendar, uncheck.
- Check '**Show Calendar Outline**'- (Default is false) if wanting to see the Calendar report with all days Outlined. Leave unchecked for No Outline to print:

July, 2021 bqi - automatically

SUN	MON	TUE	WED	THU	FRI	SAT
				01:	02:	03:
04:	05:	06:	07:	08:	09:	10:
11:	12:	13:	14:	15:	16:	17:
18:	19:	20:	21:	22:	23:	24:
25:	26:	27:	28:	29:	30:	31:

- The '**Exclude Archived Job Calendars**' is automatically checked. If wanting to include archived Job Calendars, uncheck.
- Job Calendar Report can generate a report containing specific job calendars, by selecting the *Available* calendars to the '**Selected Job Calendars**'.
- Click on  to create Job Calendar Report