

**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 Subject/Grade: SLP Calendar: 185 Elem School Year: 2019-

Location A: BLUFFDALE ELEMENTARY FTE: 0.60 Location B: MIDAS CREEK ELEMENTARY

Required Days for Location A: 185 Elem Days: 177 185

M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
1	2	3	4	5	7	8	9	10	11	13	14	15	16	17	19	20	21	22	23
24	25	26	27	28	29	30	31												
Total Days 10.00					Total Days 9.00					Total Days 8.50									

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.

Full days Tues, Thurs, and every other Friday					Half days every day					Full days Mon, Wed and half days every Friday				
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
	8.00		8.00	8.00			4.00	4.00	4.00			8.00		4.00
1	2	3	4		4.00	4.00	4.00	4.00	4.00	6	7	8	9	10
7	8.00	9	8.00	11	4.00	4.00	4.00	4.00	4.00	13	14	15	16	17
14	8.00	16	8.00	8.00	4.00	4.00	4.00	4.00	4.00	20	21	22	23	24
21	22	23	24	25	4.00	4.00	4.00	4.00	4.00	27	28	29	30	31
28	8.00		8.00		4.00	4.00	4.00	4.00	4.00					
29	30	31												
Total Days 10.00					Total Days 9.00					Total Days 8.50				

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 Conferences (PTC)**

Up to 2 PTC dates may be included in the total contract. Any additional PTC dates worked must be approved by the Principal and submitted on a time sheet. Note to Principal: May not be paid from budget 0050.

1) \_\_\_\_\_ 0.50                      3) \_\_\_\_\_ 0.5 (Timesheet)

2) \_\_\_\_\_ 0.50                      4) \_\_\_\_\_ 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.

Total Contract Days **89.50** ✘                      Total Contract Days **92.50** ✔

*\*Text will be black if balanced*                      *\*Text will be black if balanced*

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.

	M	T	W	H	F	
D C T O B E R		1 BLUFF	2 MIDAS	3 BLUFF	4 MIDAS	
		MIDAS	BLUFF	MIDAS	BLUFF	BLUFF
	7	8	9	10	11	
		MIDAS	BLUFF	MIDAS	BLUFF	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

	M	T	W	H	F
J A N U A R Y			1	2	3
		Both	Both	Both	Both
	6	7	8	9	10
		Both	Both	Both	Both
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

	M	T	W	H	F	
A P R I L			1 BLUFF	2 MIDAS	3 Both	
	6	7	8	9	10	
		BLUFF	MIDAS	BLUFF	MIDAS	Error
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		

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.

<u>Leave Day Equivalent</u>		
<b>6.00</b>	<b>1.00</b>	<u>0.75</u>
Total Hours	Total FTE	Skyward Days 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 Fit all on One Page 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 1 page wide by 1 pages tall.

Recommendation: 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.**