[**DRS Calendars**](http://ctclinkreferencecenter.ctclink.us/m/79717/l/928103-9-2-using-drs-calendars) **– The QRG is GREAT! – Adding New or Changing existing Calendars**

Nav>Set Up HCM>CTC Custom>DRS Calendars

**Adding a New Value**

Add a New Value tab: add Company and Calendar ID (choose what you want two digits). I used 01 for FT faculty and 03 for PTF.



**Adding a new year or Editing DRS Calendars**



**Full Time Faculty**

Add + a row for a new year, count all working days in the academic year (and summer), for FT faculty, that means each day they are paid, advising, dean days, etc., not just teaching days. Correct History can be used to edit.



**Part Time Faculty**

For PT faculty, count all teaching days, including final exams. For June (or other months), where there is oftentimes spring quarter and summer quarter in the same month, I was told by a functional analyst that spoke with DRS that all days in June, no matter what quarter, needs to be counted for the month.



That’s it! 😊