

HR Codes

Last Modified on 10/21/2024 8:22 am CDT

Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).

[Add a Dictionary Entry](#) | [Hide Values](#) | [Location Codes](#) | [Personnel Codes](#) | [Staff Evaluations Codes](#)

Tool Search: HR Codes

HR Codes are application dropdown fields used throughout the Human Resources application. The HR Codes tool allows you to set dropdown values to active or inactive as well as add values to some dropdown fields by adding an entry to the field's dictionary. Some dropdown fields and their values are supplied by Infinite Campus and cannot be modified.

What can I do?	What do I need to know?
<ul style="list-style-type: none">Add a Dictionary EntryHide Values	<ul style="list-style-type: none">Location CodesPersonnel Codes

Add a Dictionary Entry

1. Expand the navigation tree to the HR Code you want to update.
2. Select the Dictionary to which you want to add an entry.
3. Click the **Add Row** button.

Result

An empty row appears with the Active checkbox selected.

4. Type the **Code** and **Description** for the new entry.
5. Click the **Save** icon when finished.

Click a column heading to sort dictionary items.

Hide Values

You cannot delete HR Codes. However, if you do not want an HR code to be available for selection, clear the **Active** checkbox and save your changes. If records have already been assigned the inactive HR Codes, the inactive HR Code still displays in the dropdown list for those records.

However, the HR Code displays with two stars next to the code to indicate that it is no longer active; e.g., AFT**.

1. Expand the navigation tree to the HR Code you want to update.
2. Select the Dictionary that includes the entry you want to hide.
3. Clear the **Active** checkbox for the entry you want to hide.
4. Click the **Save** button.

Location Codes

The location code displays in the Location and Sub-Location fields on the [District Master](#) and Location Codes are required in the Personnel Master on each employee's [Work Assignment](#).

Personnel Codes

The following summary is a reference of all Personnel codes provided by Infinite Campus.

EEO Category

These fields are always active and not editable.

Code	Description
01	Officials and Managers
02	First/Mid Level Officials and Managers
03	Professionals
04	Technicians
05	Sales Workers
06	Administrative Support Workers
07	Craft Workers
08	Operatives
09	Laborers and Helpers
10	Service Workers

Pay Frequency

Code	Description
BW	Bi-weekly
H	Hourly
M	Monthly
SM	Semi-Monthly
W	Weekly

Relationship type

These fields are always active and not editable.

Code	Description
Child	Child
ExtFamily	Extended Family
Friend	Friend
Parent	Parent
Sibling	Sibling
Sig_Other	Significant Other
Spouse	Spouse

Veteran

These fields are always active and not editable.

Code	Description
00	Not Tracked
01	Not a Veteran
02	Vietnam Era Vet
03	Special Disabled Vet
04	Other Protected Vet
05	Armed Forces Service Medal Vet

Code	Description
06	Disabled Vet

Staff Evaluations Codes

The following summary is a reference of all Staff Evaluations codes provided by Infinite Campus.

Evaluation Type

These fields are always active and not editable.

Code	Description
ANNUAL	Annual
INTERIM	Interim
OBSERVE	Observation

Upload Type

Code	Description
CE	Cont. Education
FORM	Form
LP	Lesson Plan
SA	Student Assignment