General Information (Personnel Master)

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> **Human Resources will no longer be available after June 30th, 2025. For more information, visit the Human Resources and Staff Evaluation Deprecation FAQ .**

Tool Search: Personnel Master

The General Information section contains confidential information, not tied to a specific work assignment, about a person employed by the district. This information is used by business administration applications in Campus.

> Some of the options on this page can be customized on the HR Codes Setup screen.
> To track additional data, add User Fields to this screen.

What can I do?	What do I need to know?
- Change the Current Record - Add I-9 Verification Details to a Record - View Historical Records - Manage File Attachments	Screen Examples and Field Descriptions

Change the Current Record

1. Select **HR General Information** from the left-hand navigation.
   The Current Record displays.
2. Edit the Current Record. All fields may be updated except the **Personnel Number**.

3. Click the **Comments** button to display the Comments window and enter comments about the change.

   > It is highly recommended that you always enter comments when making changes.

4. Click the **Save** button.
   Result
   Campus saves the changes and creates a new Historical Record with the current date.

Add I-9 Verification Details to a Record

If an I-9 Employment Eligibility Verification Form is on file, Campus allows you to enter information regarding the documentation used to validate employment and to identify expiration dates.

Documentation	Options
List A Documentation	- U.S. Passport / U.S. Passport Card - H1B Non-immigrant VISA - Permanent Resident Card - Foreign Passport - Alien Registration Receipt Document - Employment Authorization Document
List B Documentation	- State Driver's License/ID Card - Federal/State/Local ID Card - School ID Card - Voter Registration Card - U.S. Military Card/Draft Record - Military Dependent ID Card - U.S. Coast Guard Merchant Mariner Card - Native American Tribal Document - Canadian Driver's License < 18 School Record/Report Card < 18 Clinic/Doctor/Hospital Record < 18 Daycare/Nursery School Record

Documentation	Options
List C Documentation	• Social Security Card • Certification of Birth Abroad • Certification of Report Birth • Original/Certified Birth Certificate • Native American Tribal Document • U.S. Citizen ID Card • Resident Citizen ID Card • Employment Authorization issued by DHS

Complete the following steps to add I-9 Verification Details.

1. Select **HR General Information** from the left-hand navigation.
   The Current Record displays.
2. Select the **I-9 on File** checkbox and click the **Verification** button.

Result

The I-9 Verification Details window displays.

3. Enter the following information for the **List A**, **List B**, and **List C Documentation**:
   - **Documentation Title**. Select a valid option from the drop-down list.
   - **Issuing Authority**. The agency responsible for distributing the document.
   - **Document Number**. The identifying number on the document.

- **Expiration Date (if any)**. The document's expiration date if applicable.
4. Click the **Update Verification Info** button.

5. Click the **Comments** button to display the Comments window and enter comments about the change.

   It is highly recommended that you always enter comments when making changes.

6. Click the **Save** button.

View Historical Records

1. Select the plus sign (**+**) next to **HR General Information** to expand the records.
2. Select the date that you want to view.
   Result
   The Historical Record displays. Historical records are read-only and cannot be modified.

Manage File Attachments

This feature is only available if your administrator has enabled the attachment feature.

To view documents, click the **Attach Files** button.

Users with the appropriate tool rights may also complete the following tasks.

- Attach Files
- Delete Files
- Replace Files
- Edit a File Description

Screen Examples and Field Descriptions

Current Record (Field Descriptions) | Retirement Information (Field Descriptions) | Employment Dates (Field Descriptions)

Current Record (Field Descriptions)

Descriptions are not provided for ALL fields. Descriptions are provided for fields that may require a concise explanation.

Field	Description
PersonID	The employee's Person ID (generated by Campus).
Personnel Number	The unique identifier within HR for the person.
State Number	This field stores the unique staff identifier to be reported to the state. This field is optional.
NASIS ID	**BIE Only**: This field displays only when the Human Resources application is implemented in a BIE environment. This field is used for tracking a separate ID used in BIE implementation.
Social Security Number	The unique Social Security Number for the person. Campus does not allow duplicate Social Security Numbers.

Field	Description
I-9 on File	This checkbox indicates whether there is an I-9 Employment Eligibility Verification Form on file.
Verification Button	This button is enabled when the **I-9 on File** checkbox is selected. Clicking the button displays a window where you can track documentation used for validation of the I9 and expiration dates as applicable.
Background Check	This checkbox indicates whether a background check is complete.
Status	This field indicates a person's eligibility for Pay and Benefits. Values in this field are defined in *Human Resources > Administration > Status Codes*.
Oct 1 Status Override	**Massachusetts Only** The value selected in this field reports the MA EmploymentStatus within the SIF EmploymentRecord object.
EOY Status Override	**Massachusetts Only** The value selected in this field reports the MA EmploymentStatus within the SIF EmploymentRecord object.
Employment Type	Reflects the persons' type of employment. Values in this field are defined in *Human Resources > Administration > HR Codes*.
Race Ethnicity	This field identifies the person's race/ethnicity and is used for state reporting.
Veteran	This field indicates a person's veteran status. Values in this field are defined in *Human Resources > Administration > HR Codes*.

Retirement Information (Field Descriptions)

Additional fields are available for Georgia districts. See the following topic for more information: Retirement Plan Information (Georgia Only)

Field	Description
Add Retirement Plan Info Button	Clicking the button displays a window where you can assign a new Retirement Code. The same Retirement Code may not be used twice.

Field	Description
Retirement Organization	The Retirement Organization indicates the retirement plan to which the employee belongs. Values in this field are defined in *Human Resources > Administration > HR Codes*.
Account Number	The Retirement Account Number. This field is required for districts in Minnesota.
Start Date	This is the first date on which the employee was a member of the retirement organization.
Eligibility Date	This is the date the employee became eligible for membership in the retirement organization.
End Date	This is the last date on which the employee was a member of the retirement organization. Adding an End Date allows you to add a new retirement record where there is an existing end-dated record for the same retirement association. You may do this as long as the dates do not overlap.
Annuitant	Marking this checkbox indicates that the employee is receiving annuity payments.

Employment Dates (Field Descriptions)

Field	Description
Add Employment Dates	This button allows you to enter a new employment date. You may only add a new Employment Date record if the **Termination Date** is filled in on the previous Employment Date record. Districts in Minnesota must also have the **Exit Reason** filled on the previous Employment Date record.

Field	Description

Hire Date	This is the person's first day of employment. This date also displays at the top of the page. Work Assignments include a Start Date. Campus does not require the Hire Date and Start Dates to be the same.
Position Status	**California Only** A coded value representing an Employment Status Category. | Code	Name	Description | |---|---|---| | 1 | Tenured | The individual is granted the right not to be fired without cause after an initial probationary period. | | 2 | Probationary | The individual is in a trial period of his or her employment to determine whether or not he or she is suitable for the position. | | 3 | Temporary | The individual is hired with the intention that he or she will be employed for a finite period of time. | | 4 | Other | Any other type of employment status. |
Teaching Start Year	**California Only** Identifies the year the person started teaching.
Teaching Years Modifier	**California Only** The Teaching Years Modifier is a whole number entered for missing time in the whole of the teaching career. For example, if the teacher started teaching in CA at District A in 2001 but took maternity leave in 2003, the district may enter the teaching start year as 2001 with a 1 in Teaching Years Modifier to subtract from the total.
District Teaching Years Modifier	**California Only** The District Teaching Years Modifier is a whole number entered for missing time in the whole of the teaching career at the district level. For example, if the teacher started teaching in CA at District A in 2001 but took maternity leave in 2003, the district may enter the teaching start year as 2001 with a 1 in Teaching Years Modifier to subtract from the total.

Field	Description
Hire Status	This field indicates the status of the employment and is required when the Hire Date field is populated. This is a state-specific field and only displays if your state requires this information.
Probation Type	This field indicates the probationary period assigned to a person. Values in this field are defined in *Human Resources > Administration > HR Codes*.
Probation Date	This field indicates when the person's probation will end. This field only displays when the **Probation Information (Type)** field is populated.
Seniority Date	This is the date from which seniority is calculated. This field is optional.
Tenure Date	The date on which the person received or will receive tenure.
Last Date Worked	This is the last day the person was physically present at the location. This date may be different than the Termination Date if vacation pay or other agreed upon payments extend the Termination Date. If this date is populated and the Termination date is populated, this date must be earlier than or equal to the Termination date.
Termination Date	This is the last date through which the employee will receive pay or benefits. Campus displays a warning if future Work Assignments or future leave events exist. If you approve the termination date and - there is an open Work Assignment or a Work Assignment with an end date beyond the termination date, Campus automatically ends the open work assignments with the termination date. - the Work Assignment starts in the future, Campus deletes the future Work Assignment and creates a blank historical record that only includes the comment "Work Assignment automatically ended due to termination." - there is an open-ended leave event, Campus automatically ends the leave event. - the leave event starts on a future date, Campus deletes the future leave event. - a Work Assignment is associated with an active record in the student information system, Campus does not allow the termination.
SIF Exclude	**Massachusetts Only** Marking this checkbox prevents reporting records in SIF.
Retirement Date	This date indicates the date an employee retires. Retirees may also have a Termination Date entered if they are truly retiring; however, the Termination Date is not required for the Retirement Date to be specified. A new Start Date or Employment Date record may be created if the retiree may return to work part-time under a new work assignment. If you are also using the Campus Payroll module, the Retirement Date is sent to the "Date Retired" field in Payroll.

Field	Description
Exit Reason	The reason why the employee is no longer employed with the district. This field is required when a termination date is populated. This is a state-specific field and only displays if your state requires this information.
Comments	This button displays the Comments window where you can enter details about changes to the record. It is highly recommended that you always enter comments when making changes.The comments window also displays previously entered comments.
Expected Attendance	**Massachusetts Only** Cumulative number of days a staff member was expected to be present (defined as at least half the school day) in the district.
Actual Attendance	**Massachusetts Only** Cumulative number of days a staff member has been present (defined as at least half the school day) in the district.

State Specific Field Descriptions

The field descriptions in this topic provide additional information about fields that are only available in certain states.

Federal Income Information (Massachusetts Only)

The Federal Information section is only available to districts in Massachusetts.

This section allows users to identify up to three Federal Income sources and the percent of an individual's salary paid from the federal grant.

▶ Click here to expand...

Federal Income Information Example (MA Only)

Field	Description
Federal Income	The Federal Income source. Click here to view codes...

Code	Name
000	Not Applicable
140	Teacher Quality
141	T.Q. - Content Institutes
146	A.P. Content Institutes
150	Math/Science Partnerships
151	II B Content Institutes
160	Enhanced Ed. Through Tech.
164	Tech. Data Driven Decision
165	Integrated Tech. Models
170	Tech. Enhancement-Options
171	Content Institutes
180	LEP Support
184	LEP - Summer Support
185	Language Instruction
190	State Assessment Program
196	Char. Ed Content Institute
216	Mental Health Support
240	Sped 94-142 Allocation
241	Sped Supplement
242	Sped: Electronic Portfolio
243	Sped 94 -142 Transition
244	IEP Training
245	Sped 94-142 Y.A.L.D.
246	Project Focus Academy
247	Project Focus

Field	Code	Description Name
	248	DeafBlind: Match Maker
	249	Sped Public/Private Collb
	250	Specialized Training
	251	Sped SPRIG
	252	Sped Corrective Action
	255	Sped Integration
	256	Spec Assistance & Mentoring
	257	SPED School to Work Trans
	262	SPED Early Childhood Allocation
	263	Sped Autistic Programs
	266	Sped-General Ed. Support
	267	SPED-Middle School Read
	268	Low Incidence Programs
	269	Title 5: Materials Supportl
	270	Title 5: Targeted Support
	274	Sped Program Improvement
	285	Adult Ed Corrections
	286	Adult Ed Volunteers
	289	Sped-Professional Develop
	299	Community Service CII
	302	Title V (Formerly Title VI)
	304	Even Start
	305	Title I Distribution
	306	Chapter 1 Neglected-DOC
	307	Chapter 1 Delinquent-DYS
	308	Chapter 1 Migrant
	310	McKinney Homeless
	316	School Achievement
	323	Title 1-School Support

Field	Code	Description Name
	327	Workplace Literacy Ptship
	331	Drug Free Schools - Dist
	332	Drug Free Schools - CII
	333	Drug Free Schools-Emergen
	334	Comp Health Res Library
	337	English Literacy MELD
	340	Adult Basic Education D.
	341	Adult Basic Education CII
	342	Adult Ed. Career Centers
	343	Adult Ed SABES
	344	Adult Ed PALMS
	353	Ad. Ed. Learning Together
	354	Learn & Serve Sch. Based
	359	ESL/Civics
	400	Occ Ed-Vocational Skills
	401	Perkins Post Secondary
	408	Occ Ed-Consortium
	409	Alloc - NEW TECHNOLOGY
	410	State Lead-Prof Develop
	411	State Lead - Research
	413	State Lead - Curr Devel
	414	Student Org./Vica
	419	State Lead - Other
	420	SP-Voc Skills Training
	421	Program Improvement
	422	CTE-Summer Transition
	423	CTE-Content Institutes
	424	SP-Other
	425	Elim. Sex Bias Voc. Skills

Field	Code	Description Name
	429	Eliminate Sex Bias-Other
	430	Occ Ed Corrections
	431	Career Resource Network
	432	High Schl. Reform
	440	CBO Voc Skills Training
	449	CBO-Other
	452	Corr-Skills Training
	468	Tech Prep Other
	494	DET/Workplace Education
	520	Learn & Serve Comm. Based
	534	Public Charter Schools
	535	Pub. Charter Schools
	537	Charter Sch. Dissemination
	547	Breakfast Expansion
	548	Nutrition Education
	573	Comprehensive Schl. Reform
	581	Transition to Teaching 2
	582	Transition to Teaching 1
	583	School Support Program
	584	Javits Gifted & Talented
	591	Advanced Placement Incent
	595	Comm. Service Partnerships
	634	Reading Excellence Supp.
	642	CDC supplemental grants
	643	Gay/Straight Alliances
	644	CDC: Model Schools
	645	Reg. Health Coordinators
	647	21st Century Comm. Learng.
	659	ABE Learning Disab. Trng.

Field	Code	Name
	669	Distance Learning-Federal
	670	ABE Curriculum Dev. & Impli.
	671	Coord. Family Lit Project 2
	672	Coord. Family Lit Project 3
	674	Coord Family Lit Project 1
	690	Rural Ed Achievement Prog
	704	Project Playgroup
	727	Read 1st-Targeted Assist
	728	Reading First Program
	751	Character Education
	755	McKinney-Vento
	760	School Age IDEA
	762	Pre-School IDEA
	770	Title I, Part A
	776	Education Technology
	800	Refugee Children-Impact
	820	IDEA Repair & Renovation
	830	Federal 50-50 Program
Federal Income Percent	The percent of an individual's salary paid from the federal grant.	

Code	Name
000	Not Applicable
140	Teacher Quality
141	T.Q. - Content Institutes
146	A.P. Content Institutes
150	Math/Science Partnerships
151	II B Content Institutes
160	Enhanced Ed. Through Tech.

Code	Name
164	Tech. Data Driven Decision
165	Integrated Tech. Models
170	Tech. Enhancement-Options
171	Content Institutes
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184	LEP - Summer Support
185	Language Instruction
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246	Project Focus Academy
247	Project Focus
248	DeafBlind: Match Maker
249	Sped Public/Private Collb
250	Specialized Training
251	Sped SPRIG
252	Sped Corrective Action
255	Sped Integration
256	Spec Assistance & Mentoring
257	SPED School to Work Trans
262	SPED Early Childhood Allocation
263	Sped Autistic Programs
266	Sped-General Ed. Support

Code	Name
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268	Low Incidence Programs
269	Title 5: Materials Supportl
270	Title 5: Targeted Support
274	Sped Program Improvement
285	Adult Ed Corrections
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Code	Name
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354	Learn & Serve Sch. Based
359	ESL/Civics
400	Occ Ed-Vocational Skills
401	Perkins Post Secondary
408	Occ Ed-Consortium
409	Alloc - NEW TECHNOLOGY
410	State Lead-Prof Develop
411	State Lead - Research
413	State Lead - Curr Devel
414	Student Org./Vica
419	State Lead - Other
420	SP-Voc Skills Training
421	Program Improvement
422	CTE-Summer Transition
423	CTE-Content Institutes
424	SP-Other
425	Elim. Sex Bias Voc. Skills
429	Eliminate Sex Bias-Other
430	Occ Ed Corrections
431	Career Resource Network
432	High Schl. Reform
440	CBO Voc Skills Training
449	CBO-Other
452	Corr-Skills Training
468	Tech Prep Other
494	DET/Workplace Education
520	Learn & Serve Comm. Based
534	Public Charter Schools
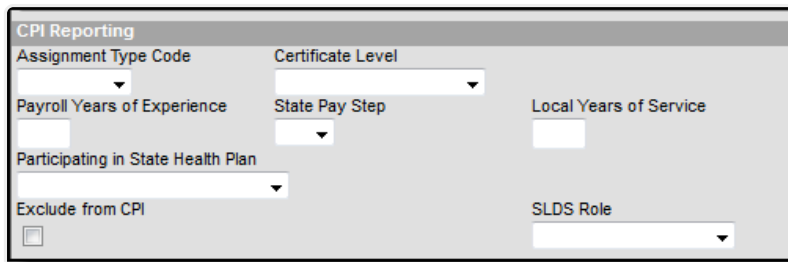
Code	Name
535	Pub. Charter Schools
537	Charter Sch. Dissemination
547	Breakfast Expansion
548	Nutrition Education
573	Comprehensive Schl. Reform
581	Transition to Teaching 2
582	Transition to Teaching 1
583	School Support Program
584	Javits Gifted & Talented
591	Advanced Placement Incent
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634	Reading Excellence Supp.
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690	Rural Ed Achievement Prog
704	Project Playgroup
727	Read 1st-Targeted Assist
728	Reading First Program
751	Character Education
755	McKinney-Vento

Code	Name
760	School Age IDEA
762	Pre-School IDEA
770	Title I, Part A
776	Education Technology
800	Refugee Children-Impact
820	IDEA Repair & Renovation
830	Federal 50-50 Program

CPI Reporting (Georgia Only)

The CPI Reporting section is only available to districts in Georgia. Information from these fields is used in the Certified/Classified Personnel Information (CPI) data collection.

▶ Click here to expand...

CPI Reporting Example (GA Only)

Field	Description
Assignment Type Code	Identifies whether a staff member is **Certified** or **Classified**.
Certificate Level	The highest Certificate Level the staff member holds even if they hold multiple certificates. • **1** Vocational • **2** Vocational • **4** Bachelor • **5** Masters • **6** Education Specialist • **7** Doctorate Certificate Level is reported in CPI RECORD TYPE = "B01"; for all active Certified personnel and must match the information on file at the Professional Standards Commission (PSC).

Field	Description
Payroll Years of Experience	The Payroll Years of Experience of a staff member.
State Pay Step	The equivalent step number or step level from the Department of Education's Georgia Annual Salary Schedule at which the individual's base state minimum salary is paid.
Local Years of Service	The total number of years that an employee has been employed.
Participating in State Health Plan	Identifies whether the staff member participates in the state offered health plan. This flag indicates whether the employee has the State Health Plan (**Yes**), **Other Plan Provided By District**, or no health plan with the district (**No**).
Exclude from CPI	When this checkbox is marked, the employee is excluded from the Certified/Classified Personnel Information (CPI) data collection.
SLDS Role	Identifies the staff member's role for the Statewide Longitudinal Data System (SLDS).

Retirement Plan Information (Georgia Only)

The Retirement Plan Information section has localized fields that are only available to districts in Georgia. Information from these fields can be used in Georgia state retirement reporting.

▶ Click here to expand...

Localized Retirement Plan Info Fields (GA Only)

Field	Description
Job Classification Code	Options in this field change depending on the Retirement Organization the user selects.

Selected Retirement Organization	Job Classification Code Options
PSERS: Public School Employee Retirement System	01: Engineering/Technology Support 02: Facilities/Materials/Equipment 04: Food Services/Farm Services 05: General Support Services 12: Public Safety/Corrections/Investigations 16: Transportation 17: Unspecified

Field	Description	Job Classification Code Options
	Selected Retirement Organization	**Job Classification Code Options**
	TRS: Teachers' Retirement System	• 00: teaching faculty • 01: instructional aides • 02: paraprofessionals • 03: executive, administrative, managerial • 04: clerical, secretarial, administrative support • 05: technology, technical, professional • 06: lunchroom, maintenance, warehouse and transportation
	ERS: Employees' Retirement System	• 00: Education/Instruction/Testing • 01: Engineering/Technology Support • 02: Facilities/Materials/Equipment • 03: Financial Management/Revenue • 04: Food Services/Farm Services • 05: General Support Services • 06: Health Care • 07: Information/Telecommunication Systems • 08: Laboratory Services/Physical Sciences • 09: Legal • 10: Parks/Recreation/Natural Resource Mgt • 11: Personnel Administration • 12: Public Safety/Corrections/Investigations • 13: Real Estate/Property Management • 14: Regulatory Compliance • 15: Social Services/Counseling • 16: Transportation • 17: Unspecified • 18: Conversion • 19: Part-time legal • 20: Agency Head
	NE: Not Enrolled	• NA: Not Applicable

Field	Description
Termination Reason	Options in this field change depending on the Retirement Organization the user selects.

Selected Retirement Organization	Termination Reasons
PSERS: Public School Employee Retirement System	• 00: Contribution Group or Pension Plan Change • 01: Retirement • 02: Death • 03: Other • 04: Transfer
TRS: Teachers' Retirement System	• 01: Left Employment • 02: Retirement • 03: Death • 04: Other
ERS: Employees' Retirement System	• NA: Not Applicable
NE: Not Enrolled	• NA: Not Applicable

Field	Description
Reason for No Enrollment	This field is required when the NE: Not Enrolled is selected in the Retirement Organization dropdown list. Options include the following: • 00: Full-Time Student • 01: Work Study Student • 02: Rehired Retiree Part-time • 03: Non Employees • 04: Other Pension Plan • 05: Discontinue ERS after age 65 • 06: Other