

General Information (Personnel Master)

Last Modified on 03/11/2024 8:44 am CDT

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?
<ul style="list-style-type: none"> • Change the Current Record • Add I-9 Verification Details to a Record • View Historical Records • Manage File Attachments 	<ul style="list-style-type: none"> • 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.

I-9 Verification Details ✕

List A Documentation

Documentation Title: U.S. Passport (dropdown) Issuing Authority: U.S. Dept. of State
 Document Number: 123456 Expiration Date(if any): 10/25/2020 (calendar icon)

List B Documentation

Documentation Title: State Driver's License/ID Card (dropdown) Issuing Authority: DMV
 Document Number: ABC123456789 Expiration Date(if any): 05/31/2015 (calendar icon)

List C Documentation

Documentation Title: Certification of Birth Abroad (dropdown) Issuing Authority: SSA Gov
 Document Number: 123-45-1234 Expiration Date(if any): (calendar icon)

Documentation	Options
List A Documentation	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
List C Documentation	<ul style="list-style-type: none"> • 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.

HR General Information - Current Record

PersonID 37626	*Personnel Number 10101
*First Name Andrew	Middle Name
Nickname	Suffix
*Social Security Number 111 - 22 - 4444	*Gender Male
I-9 on File <input checked="" type="checkbox"/>	Background Check <input type="checkbox"/>
Verification	FLSA Exempt <input type="checkbox"/>

Result

The I-9 Verification Details window displays.

I-9 Verification Details

List A Documentation	
Documentation Title U.S. Passport	Issuing Authority U.S. Dept. of State
Document Number 123456	Expiration Date(if any) 10/25/2020
List B Documentation	
Documentation Title State Driver's License/ID Card	Issuing Authority DMV
Document Number ABC123456789	Expiration Date(if any) 05/31/2015
List C Documentation	
Documentation Title Certification of Birth Abroad	Issuing Authority SSA Gov
Document Number 123-45-1234	Expiration Date(if any)

Update Verification Info Cancel

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

Andrew Smith Search Person:

Personnel #: 10101
 State Number: 10101
 Recent Hire Date: 07/31/2006
 Primary Title: High School Teacher
 Primary Location: HARRISON - Harrison High
 Status: FT - Full-time

Personnel Master Save

HR General Information - Historical Record

03/31/2014
 03/31/2014
 01/30/2012

Contact Information
 Qualifications
 + Work Assignments
 Leave Entry
 Evaluations

Personnel Information:
 PersonID: 37626 *Personnel Number: 10101 State Number: 10101
 *First Name: Andrew Middle Name: *Last Name: Smith
 Nickname: Drew Suffix: *Birth Date: 01/01/1975 Age: 39
 *Social Security Number: 111 -22 -4444 *Gender: Male *Is the individual Hispanic/Latino?: N: No
 I-9 on File: Background Check:
 Verification:
 *Status: FT: Full-time
 Employment Type: *Race Ethnicity: 5: White, not Hispanic
 *Veteran: 00: Not Tracked

Retirement Information
 Add Retirement Plan Info

Employment Dates
 Add Employment Dates

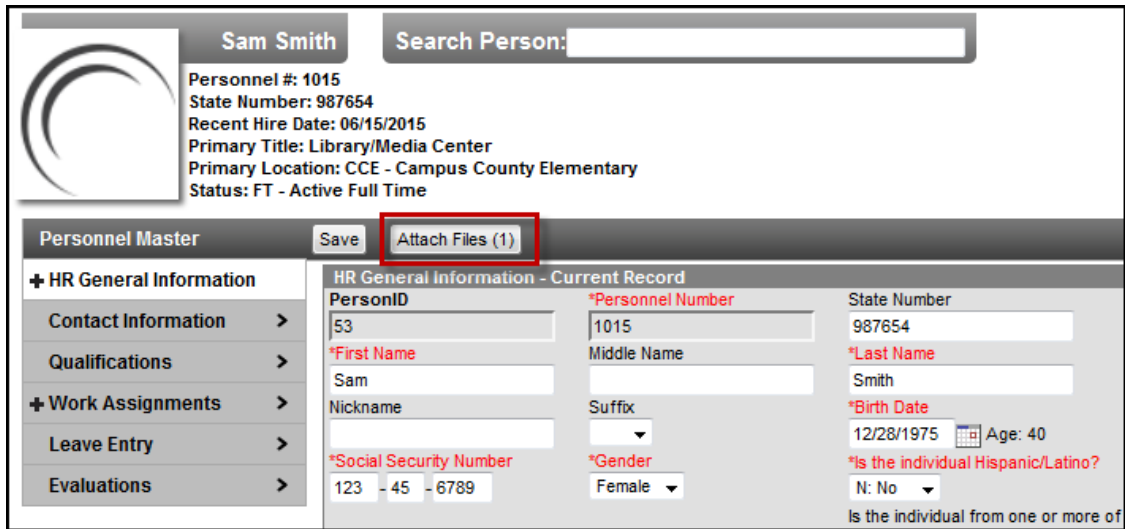
Modified by: System Administrator - 03/31/2014

Changed fields are surrounded by a box.

The user ID of the user who changed the record and the date/time of the change are noted at the bottom of the screen.

Manage File Attachments

This feature is only available if your administrator has [enabled the attachment feature](#).



Sam Smith Search Person:

Personnel #: 1015
 State Number: 987654
 Recent Hire Date: 06/15/2015
 Primary Title: Library/Media Center
 Primary Location: CCE - Campus County Elementary
 Status: FT - Active Full Time

Personnel Master Save **Attach Files (1)**

HR General Information - Current Record		
PersonID	*Personnel Number	State Number
53	1015	987654
*First Name	Middle Name	*Last Name
Sam		Smith
Nickname	Suffix	*Birth Date
		12/28/1975 Age: 40
*Social Security Number	*Gender	*Is the individual Hispanic/Latino?
123 - 45 - 6789	Female	N: No

Is the individual from one or more of

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)

Andrew Smith

Search Person:

Personnel #: 10101
 State Number: 10101
 Recent Hire Date: 07/31/2006
 Primary Title: High School Teacher
 Primary Location: HARRISON - Harrison High
 Status: FT - Full-time

Personnel Master
Save

- + HR General Information
- Contact Information >
- Qualifications >
- + Work Assignments >
- Leave Entry >
- Evaluations >

HR General Information - Current Record

PersonID	*Personnel Number	State Number
37626	10101	10101
*First Name	Middle Name	*Last Name
Andrew		Smith
Nickname	Suffix	*Birth Date
Drew		01/01/1975 Age: 41
*Social Security Number	*Gender	*Is the individual Hispanic/Latino?
111 - 22 - 4444	Male	N: No
I-9 on File	Background Check	Is the individual from one or more of these races? (check all that apply)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> American Indian or Alaska Native
<input type="button" value="Verification"/>		<input checked="" type="checkbox"/> Asian
*Status		<input type="checkbox"/> Black or African American
FT: Full-time		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
Employment Type		<input checked="" type="checkbox"/> White
		*Race Ethnicity
		S: White, not Hispanic
*Veteran		
00: Not Tracked		

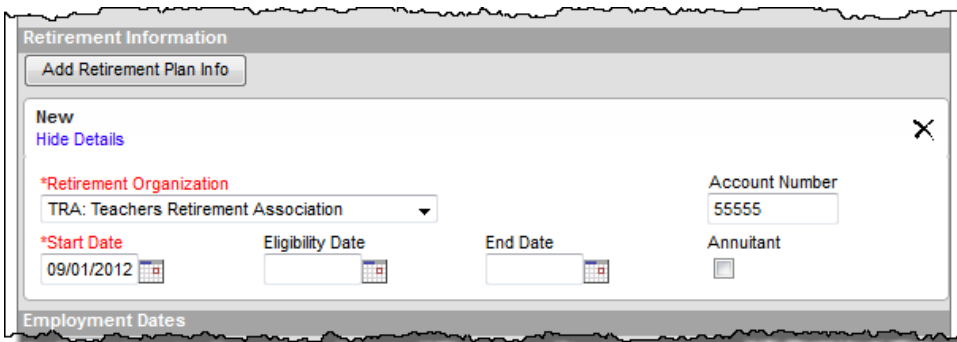
Descriptions are not provided for ALL fields. Descriptions are provided for fields that may require a concise explanation.

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.

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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)

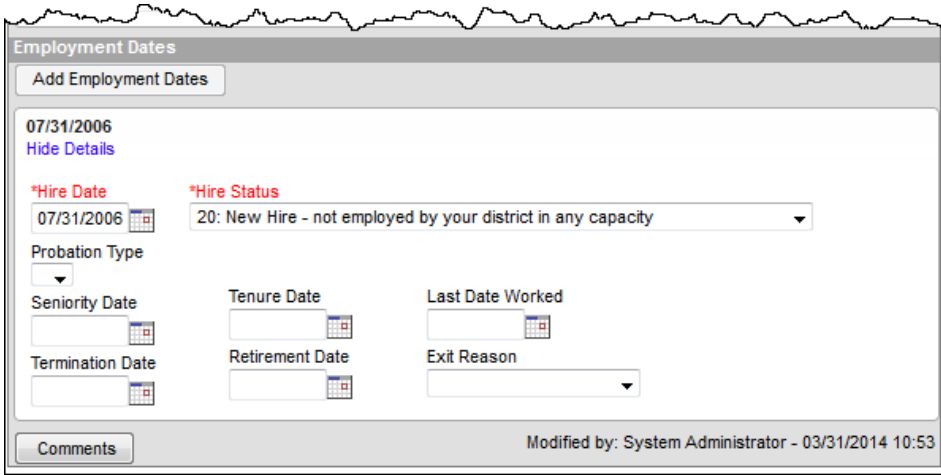


Additional fields are available for Georgia districts. See the following topic for more information: [Retirement Plan Information \(Georgia Only\)](#)

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)



The screenshot shows the 'Employment Dates' form with the following fields and values:

- Add Employment Dates** button
- 07/31/2006** (with 'Hide Details' link)
- *Hire Date:** 07/31/2006
- *Hire Status:** 20: New Hire - not employed by your district in any capacity
- Probation Type:** (dropdown menu)
- Seniority Date:** (calendar icon)
- Tenure Date:** (calendar icon)
- Last Date Worked:** (calendar icon)
- Termination Date:** (calendar icon)
- Retirement Date:** (calendar icon)
- Exit Reason:** (dropdown menu)
- Comments** button
- Modified by:** System Administrator - 03/31/2014 10:53

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	<p>This is the person's first day of employment. This date also displays at the top of the page.</p> <p>Work Assignments include a Start Date. Campus does not require the Hire Date and Start Dates to be the same.</p>															
Position Status	<p>California Only A coded value representing an Employment Status Category.</p> <table border="1" data-bbox="371 880 1433 1339"> <thead> <tr> <th>Code</th> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Tenured</td> <td>The individual is granted the right not to be fired without cause after an initial probationary period.</td> </tr> <tr> <td>2</td> <td>Probationary</td> <td>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.</td> </tr> <tr> <td>3</td> <td>Temporary</td> <td>The individual is hired with the intention that he or she will be employed for a finite period of time.</td> </tr> <tr> <td>4</td> <td>Other</td> <td>Any other type of employment status.</td> </tr> </tbody> </table>	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.
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	<p>California Only Identifies the year the person started teaching.</p>															
Teaching Years Modifier	<p>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.</p>															
District Teaching Years Modifier	<p>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.</p>															

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	<p>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.</p> <p>If you approve the termination date and</p> <ul style="list-style-type: none"> • 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	<p>Massachusetts Only</p> <p>Marking this checkbox prevents reporting records in SIF.</p>
Retirement Date	<p>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.</p> <p>If you are also using the Campus Payroll module, the Retirement Date is sent to the "Date Retired" field in Payroll.</p>

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...](#)

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...](#)

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...](#)
