

# District 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](#) .**

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Tool Search: District Master

The District Master tool stores district-level business administration information for use with the Human Resources application. Some information on this tool is automatically provided by Campus.

| What can I do?  | What do I need to know?  |
|---|--|
| <ul style="list-style-type: none"> <li>• <a href="#">Change the Current District Human Resources Address</a></li> <li>• <a href="#">Turn Auto Personnel Numbering On or Off</a></li> <li>• <a href="#">Require GL Account Distributions</a></li> <li>• <a href="#">Associate Retirement Organizations with Employer Retirement Numbers</a></li> <li>• <a href="#">Allow SSN Search</a></li> <li>• <a href="#">Add User-Defined Fields to the District Master</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Field Descriptions</a></li> </ul> |

District Master Tool Example

## Field Descriptions

| Field   | Description  |
|---|--|
| <b>Change District Human Resources Address</b>  | This button allows you to change the address for the district's Human Resources department. Address changes here are not reflected in other areas of Campus. If an address is not already defined in Campus, you are prompted to define an address on this page. |
| <b>Current District Human Resources Address</b> | The current address for the district's Human Resources department.   |
| <b>State District Number</b>                    | State-assigned district number.<br><br>This is a required field that is pre-populated by Infinite Campus. This field cannot be edited.   |
| <b>State Identification Number</b>              | The District's state identification number.  |
| <b>Federal Identification Number</b>            | The Federal Tax Identification Number assigned to the District. This field is required.  |

| Field                                   | Description  |
|---|--|
| <b>Location</b>                         | A unique identifier for user-defined location information. This field is required. Locations that display in this field are set up in the <a href="#">HR Codes Setup tool</a> .  |
| <b>Sub-Location</b>                     | A unique identifier for user-defined location information.   |
| <b>Auto Personnel Numbering</b>         | <p>This field determines whether employee numbers are automatically assigned when new employees are added. If you turn this feature on, the <b>Starting Number</b> field is enabled. The Starting Number is the first number you want to assign an employee record upon implementing the Human Resources application. The <b>Last Number Used</b> field indicates the final number assigned during the Human Resources application implementation. Numbers cannot be reused.</p> <p>Do not use this feature if you want to identify employees using a combination of alphanumeric and numeric identifiers.</p> |
| <b>Require GL Account Distributions</b> | This checkbox determines whether the GL Account Distribution field on the <a href="#">Work Assignments</a> screen should be required for the base Work Assignment and for additional pay distributions. When this checkbox is marked, the GL Account Distribution and Percent fields on the Work Assignment screen are required for the Work Assignment and for additional pay distributions.  |
| <b>Allow SSN Search</b>                 | When this checkbox is marked, users with <a href="#">Social Security Number tool rights</a> can find an employee by entering the employee's Social Security Number in the Search field on the Personnel Master. Search results only return an employee if their SSN matches exactly.   |
| <b>Minimum Days for Service Credit</b>  | <p><b>Oklahoma Only</b></p> <p>This field indicates the minimum number of days required for any employee to work a complete school year.</p>   |
| <b>Add Retirement Organization</b>      | <p>Retirement codes are initially set up in the <a href="#">HR Codes tool</a>. The <b>Add Retirement Organization</b> button allows you to associate retirement organizations with a retirement number. This information is required in some states for reporting purposes.</p> <p>Until the Retirement Organizations are defined in <a href="#">HR Codes</a>, these fields do not display.</p>  |

## Change the Current District Human Resources Address

The district address is automatically provided by Campus. You can change the Human Resources

department's address if it is different than the address provided. Address changes here are not reflected in other areas of Campus.

To change the current district Human Resources address, complete the following steps.

1. Click the **Change District Human Resources** button.  
**Result**  
 The Change Address dialog appears.
2. Enter the updated address and click the **Change Address** button.  
**Result**  
 The updated address immediately displays on the District Master.

## Turn Auto Personnel Numbering On or Off

The Auto Personnel Numbering field determines whether employee numbers are automatically assigned when new employees are added. If you turn this feature on, the Starting Number field is enabled. The Starting Number is the first number you want to assign an employee record upon implementing the Human Resources application. Numbers cannot be reused. The Last Number Used field indicates the final number assigned during the Human Resources application implementation.

Do not use this feature if you want to identify employees using a combination of alphanumeric and numeric identifiers.

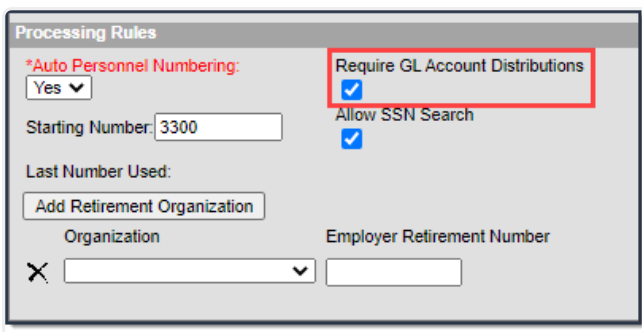
| To turn Auto Personnel Numbering... | Select...   |
|-------------------------------------|---|
| On                                  | Yes and type the number in the Starting Number field. |
| Off                                 | No  |

*Example Auto Personnel Numbering*

# Require GL Account Distributions

To require General Ledger account distributions on all work assignments and additional pay distributions, mark the Require GL Account Distributions checkbox on the District Master. When this checkbox is marked, the GL Account Distribution and Percent fields on the [Work Assignment](#) screen are required for the Work Assignment and for additional pay distributions.

This checkbox displays for Campus Human Resource users that do NOT use the Campus Finance or Campus Payroll modules.



*Require GL Account Distributions*

# Associate Retirement Organizations with Employer Retirement Numbers

Campus allows you to associate Retirement Organizations (set up in [HR Codes](#)) with Employer Retirement Numbers for reporting purposes.

Until the Retirement Organizations are defined in [HR Codes](#), these fields do not display.

Retirement plan codes are required in some states for reporting purposes.

With the appropriate tool rights, you can remove retirement organizations from the District Master at any time by clicking the delete button next to the line.

To associate a retirement organization with an Employer Retirement Number, complete the following steps.

1. Click the **Add Retirement Organization** button.

**Result**

Campus adds an empty Organization line. You may add as many Retirement Organization records as you have defined in [HR Codes](#).

2. Select the retirement organization you want to add from the **Organization** dropdown list. (required)
3. Enter the **Employer Retirement Number**. (required)
4. Click the **Save** button.

Processing Rules

\*Auto Personnel Numbering:  
Yes

Starting Number: 3300

Last Number Used:

Add Retirement Organization

| Organization                                 | Employer Retirement Number |
|--|----------------------------|
| PERA: Public Employee Retirement Association | 246810                     |
| TRA: Teachers Retirement Association         | 135791                     |

\*Num 312 PERA: Public Employee Retirement Association  
TRA: Teachers Retirement Association

*Retirement Organizations and Employer Retirement Numbers*

## Allow SSN Search

When this checkbox is marked, users with [Social Security Number tool rights](#) can find an employee by entering the employee's Social Security Number in the [Search field on the Personnel Master](#). Search results only return an employee if their SSN matches exactly.

Processing Rules

\*Auto Personnel Numbering:  
Yes

Starting Number: 3300

Last Number Used:

Add Retirement Organization

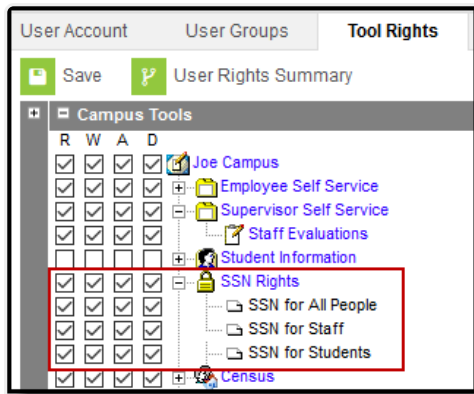
Organization: [Dropdown]

Employer Retirement Number: [Text]

Require GL Account Distributions:

Allow SSN Search:

*Example Allow SSN Search Checkbox*



*Example SSN Rights Needed to Search  
Using an SSN*

## Add User-Defined Fields to the District Master

Campus allows you to add user-defined fields to customize the application to your exact requirements.

For step-by-step instructions on adding user-defined fields, see the [User Fields Setup \(HR\)](#) article.