School Master

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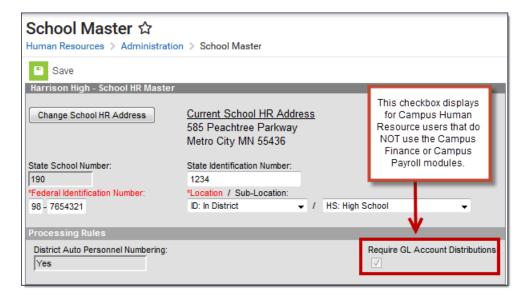
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The School Master tool stores school-level business administration information for use within the Human Resources application. Some information on this tool is automatically provided by Campus.

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Field Descriptions

Field	Description
Change School HR Address	This button allows you to change the address for the school in the Human Resources application. Address changes on this tool 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 tool.
Current School HR Address	The current address for the school.

Field	Description
State School Number	State-assigned school number. This field is pre-populated by Campus and cannot be edited.
State Identification Number	The district's state identification number.
Federal Identification Number	The Federal Tax Identification Number assigned to the school. This field is required. This number may be the district Federal Identification and may be automatically provided. This field allows schools that may process independently an option to store their specific number.
Location	A unique identifier for school-specific location information. This field is required. To modify the locations available in this field, see the HR Codes Setup article.
Sub-Location	A unique identifier for additional school-specific location information. To modify the locations available in this field, see the HR Codes Setup article.
District Auto Personnel Numbering	This field indicates whether the district will automatically number new employees. This field can be edited on the District Master tool.
Require GL Account Distributions	This checkbox determines whether the GL Account Distribution field on the Work Assignments screen should be required for the base Work Assignment and for additional pay distributions. This field is read only but can be edited on the District Master tool. This checkbox displays for Campus Human Resource users that do NOT use the Campus Finance or Campus Payroll modules.

Change the Current School (HR) Address

The school address may be automatically provided by Campus. You can change the address if it needs to be different for HR/Payroll purposes.

Address changes on this tool are not reflected in other areas of Campus.

To change the current school address, complete the following steps.

1. Click the **Change School HR Address** button.
   Result
   The Add Address dialog appears.
2. Enter the updated address and click the **Change Address** button.
   Result
   The updated address immediately displays on the School Master tool.

Customize the School Master tool

To help meet your requirements, Campus allows you to add your own custom User Fields to this tool. For step-by-step instructions on adding User Fields, see the User Fields Setup (HR) article.