Human Resources

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This functionality is only available to customers who have purchased Campus Human Resources as add-on functionality.

PATH: *Human Resources*

The Human Resources application contains the tools for managing personnel. Campus Human Resources gives you the power to manage day to day HR activities and understand critical information about your personnel. Integration with the Infinite Campus SIS provides real-time demographic, assignment, and credentialing information.

Application Overview

Topic	Tool
Understanding How HR Works with Campus SIS	--

HR Application Setup

Topic	Tool
District Master Setup	Administration
District Contacts Setup	Administration
School Master Information Setup	Administration
Staff Evaluations	Administration
School Contacts Setup	Administration
HR Codes Setup	Administration
Position Codes Setup	Administration
Status Codes Setup	Administration
Bargaining Groups Setup	Administration
User Fields Setup	Administration
Salary Schedule Setup	Salary Schedule

Managing Personnel Information

Topic	Tool
Adding Personnel	Add Personnel Wizard

Topic	Tool
Searching for Personnel	Personnel Master
Managing General Information	Personnel Master
Managing Contact Information	Personnel Master
Managing Work Assignments	Personnel Master
Managing Qualifications	Personnel Master
Managing Personnel Leave	Personnel Master

Managing Staff Evaluations

Topic	Tool
Set up HR Codes for defining Evaluation Types and document Upload Types	HR Codes
Viewing Evaluations in Personnel Master	Personnel Master

General Information

Topic	Tool
About Evaluation Workflows	N/A
Evaluation Statuses	N/A
Setup Checklist	N/A
How Categories Display on an Evaluation	N/A
Tool Rights	N/A
Viewing Evaluations In Personnel Master (HR Only)	Personnel Master

Administrative Options

Topic	Tool
Define Upload Types	Custom Attribute HR Codes
Print a Summary or Detailed Report of all Elements	Element Listing
Evaluation Periods	

Topic	Tool
Configure Evaluation Periods	Evaluation Periods
Edit Evaluation Periods	Evaluation Periods
Copy Evaluation Periods	Evaluation Periods
Delete Evaluation Periods	Evaluation Periods
Rating Scales	
Configure Rating Scales	Rating Scales
Edit Rating Scales	Rating Scales
Copy Rating Scales	Rating Scales
Delete Rating Scales	Rating Scales
Category Bank	
Add Categories to the Category Bank	Category Bank
Edit Categories	Category Bank
Copy Categories	Category Bank
Delete Categories	Category Bank
Evaluation Templates	
Create Evaluation Templates	Evaluations
Preview a Sample Evaluation	Evaluations
Edit Evaluation Templates	Evaluations
Copy Evaluation Templates	Evaluations

Manage Evaluations for Supervisors to Use

Topic	Tool
Generate Evaluations for Supervisors to Use	Evaluation Inquiry
Print a Status Report (Evaluation Inquiry Summary)	Evaluation Inquiry
View and Print a Completed Evaluation from Evaluation Inquiry	Evaluation Inquiry

Manage Evaluations for My Direct Reports

Topic	Tool
Generate New Evaluations for Employees	Supervisor
Review and Complete an Employee Evaluation	Supervisor
Add Supporting Documents to an Evaluation	Supervisor
Print a Draft PDF of an Evaluation	Supervisor

Complete My Personal Evaluation

Topic	Tool
Reflection and Acknowledgement	My Evaluations
Acknowledgement Only	My Evaluations

Reports

Topic	Tool
Print a Summary or Detailed Report of all Elements	Element Listing
Print a Summary of Ratings Data Aggregated from Staff Evaluations	Overall Staff Rating Report

Reports

Task	Report
Report Payroll Information Based on Deductions Taken in the Selected Pay Type and Pay Period	Deduction Extract
Print a Summary or Detailed Report of all Elements	Element Listing
Print a Summary of Ratings Data Aggregated from Staff Evaluations	Overall Staff Rating Report
Report How Many Employees are Associated with Each Position	Filled Positions
Print a Comprehensive list of Position Codes	Position Code
Print Budget Summary and Detail Information by Position	Position Control Report
Report FTE, Salary, and Step and Lane Schedules for Employees	Salary Distribution Report