Campus SIS Integration

Last Modified on 10/21/2024 8:20 am CDT

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

The Campus Human Resources application is fully integrated with the Campus student information system. If you previously used the Campus student information system to track employee information, you will notice that this information is now maintained in the Human Resources area of Campus. This integration makes it easy to track employee information for student information system and HR in a single area of Campus.

These changes do not apply to students that are also staff members, unless noted otherwise.

The following topics describe how the Campus student information system functions with the Campus Human Resources application:

Search | Demographics | Identities | Households | Addresses | Messenger Preferences | Contact Preferences (Portal) | Staff History and Work Assignments | Removed Tabs and Screens | Removed Tool Rights

Search

Campus protects personnel birth dates and social security information by not displaying this information in search results and not allowing drill down access to this information from advanced searches. This change does not apply to students who are also staff members since birth date and social security information is needed in Campus student information system.

An **HR-Only Search and Add Member** sub-tool right was added for users who need the ability to search for households with individual staff members and add members to those households.

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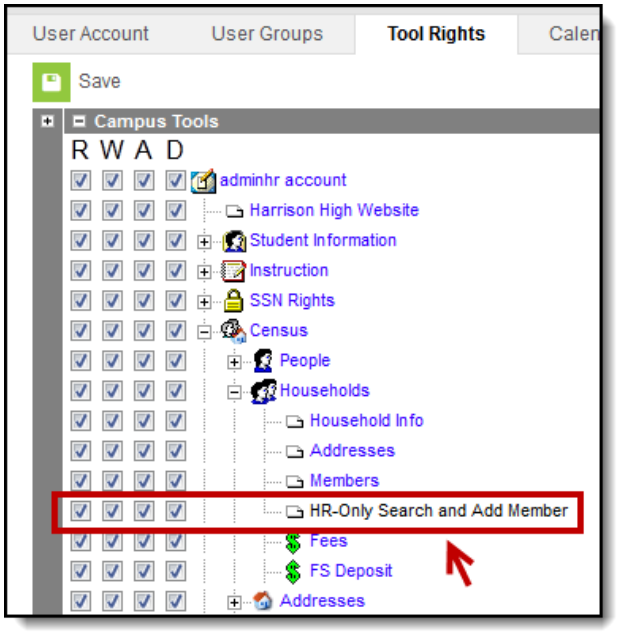

The Search tool has been localized for Human Resource users and includes the following changes.

Search Type	Change
Staff	Birth dates and social security information do not display. If an address is marked as **HR Private** in Human Resources, the address does not display in the search results.
All People	Birth dates and social security information do not display.
Address	Any addresses marked **HR Private** will display in an address search; however, Campus will not disclose the personnel associated with the address.
Household	• If a Household only contains a staff member, the staff person does not return in the Household search. • If a Household contains other non-staff members in addition to the staff member, the household information does not display. • An **HR-Only Search and Add Member** sub-tool right was added for users who need the ability to search for households with individual staff members and add members to those households. • If an address is marked as **HR Private** in Human Resources, the address does not display in the search results.
User	Birth dates and social security information do not display.
Account	Birth dates and social security information do not display.

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Search Type	Change

Advanced Search	• **Staff**. The **SSN** and **Birth Date** fields are disabled.
	• **All People**. The search results will not include personnel if the **Birth Date** and/or **SSN** fields are filled in.
	• **Household**
	  ◦ The search results will not include personnel if the **Birth Date** and/or **SSN** fields are filled in.
	  ◦ If an address is marked as **HR Private** in Human Resources, the address does not display in the search results.
	  ◦ The search results will not display information regarding households with only a single staff member unless the sub tool-right has been assigned to the user performing the search.
	• **Student**. No changes were made to the search. If a student is also a staff member, the search results include the birth date and social security number since this information is needed in Campus student information system.

Demographics

PATH: *Census > People > Demographics*

The Demographics tab has been localized for Human Resource users. Person Information on this tab is read-only and cannot be modified.

> When a staff member is a student and actively enrolled in the current school year, the Demographics tab displays without changes.

Staff Member Only

This view displays basic Person Information. The Preferred Language and Messenger Preferences may be modified.

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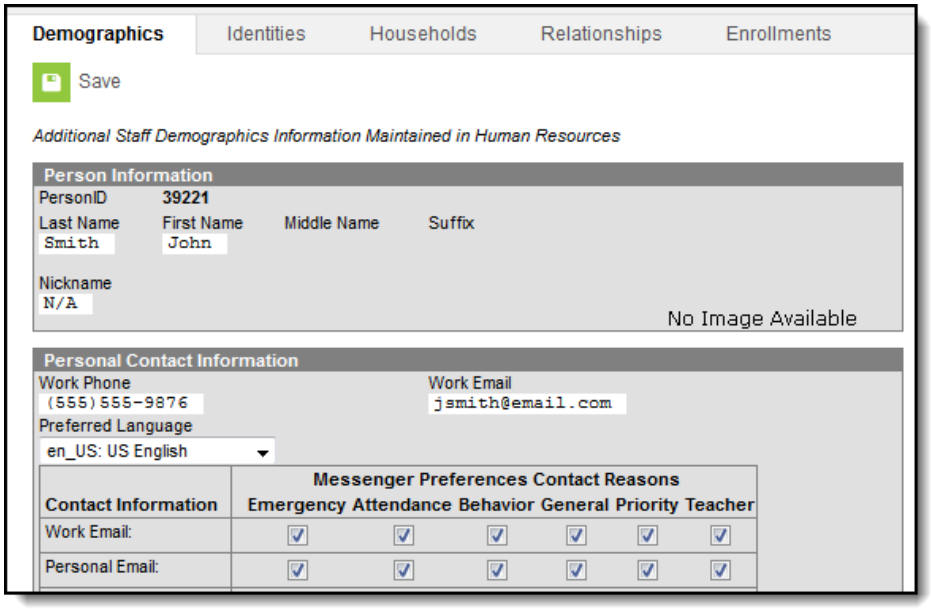
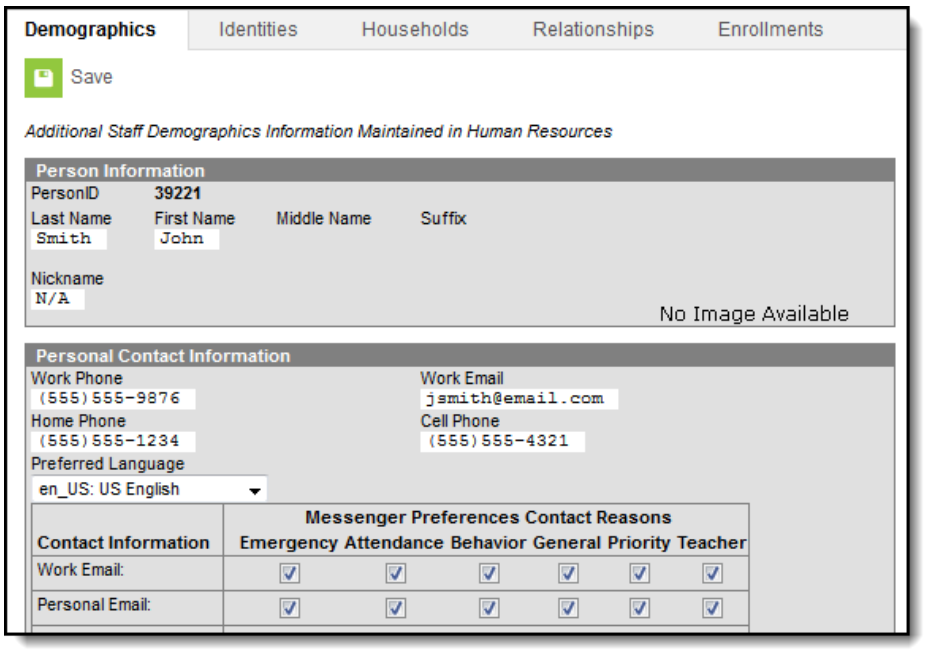


Staff Member Related to Student in the Current Active School Year

When a staff member is related to a student in the current, active school year, the Personal Information displays as well as personal contact phone information.



Identities

PATH: *Census > People > Identities*

The Identities tab has been localized for Human Resource users. Information on this tab is read-only and cannot be modified.

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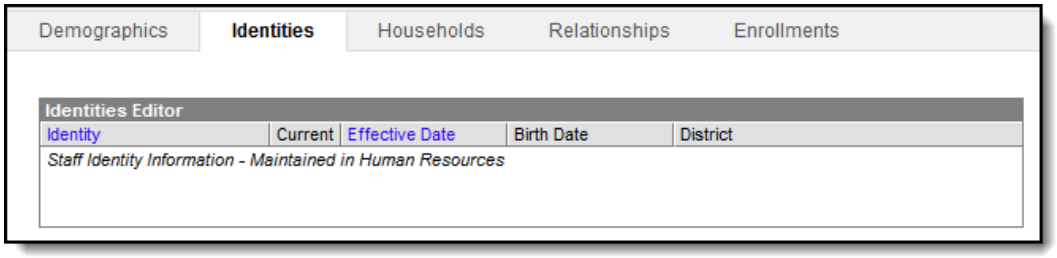

Households

If...	Then...
an employee is the only person in a household	the following areas of Campus are disabled since this information is maintained in the Human Resources application: • Census > Households • Census > Households > Address • Census > Addresses > Households
an employee is part of a household with other members	information changed in the following areas is also changed in the HR application: • Census > Households • Census > Households > Address • Census > Addresses > Households Staff with an active assignment must always have a primary address defined.

Addresses

If an employee is the only person in a household and a non-household member has the same address, the address may be updated on the Census > Addresses tab. When making changes, a notification displays notifying the user that changes made on the tab are reflected in Campus HR.

Messenger Preferences

If Campus Messenger with Voice is used to deliver phone messages, each contact MUST have at least one phone number entered on the Contact Information tab in the Campus Human Resources application. A corresponding phone type must also be selected on the Messenger Preferences area on the Demographics tab. Otherwise, emergency voice messages will not be delivered to that person.

If Campus Messenger is used to send email messages, each contact MUST have a **work** email address entered on the Contact Information tab in the Campus Human Resources application. Email

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preferences must also be selected on the Demographics tab. Otherwise, email messages will not be delivered to that person.

Previously, you may have maintained this information on the My Demographics tab in the My Data tool.

Contact Preferences (Portal)

Staff members may not update email addresses on the Portal. This change must be made through the Human Resources module.

Staff History and Work Assignments

The Human Resources module prevents the Teacher role from being removed on a Work Assignment if the person's assignment is actively associated with a course section in Campus.

Best Practice

Infinite Campus recommends Human Resource module users always use the District Assignment field on the Staff History tab.

In the following example, the person was assigned the Teacher role and given the Teacher district assignment on the course section.

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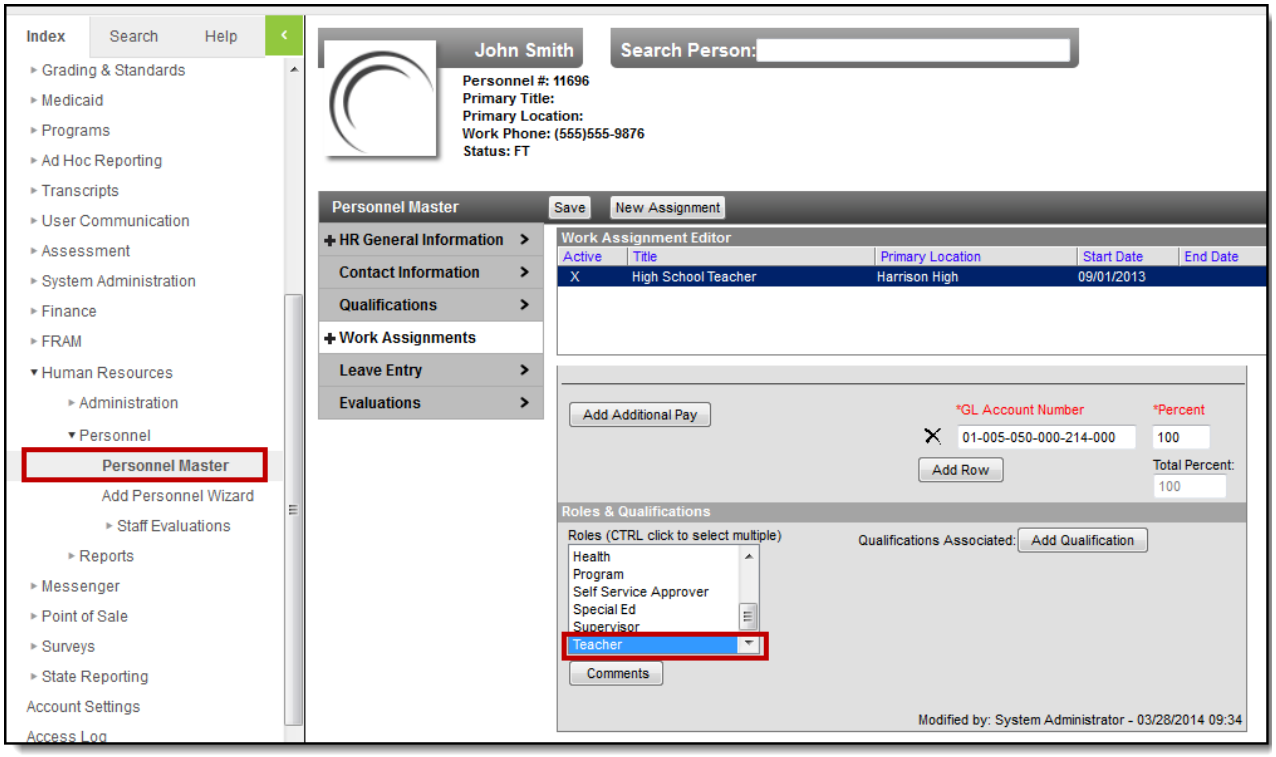
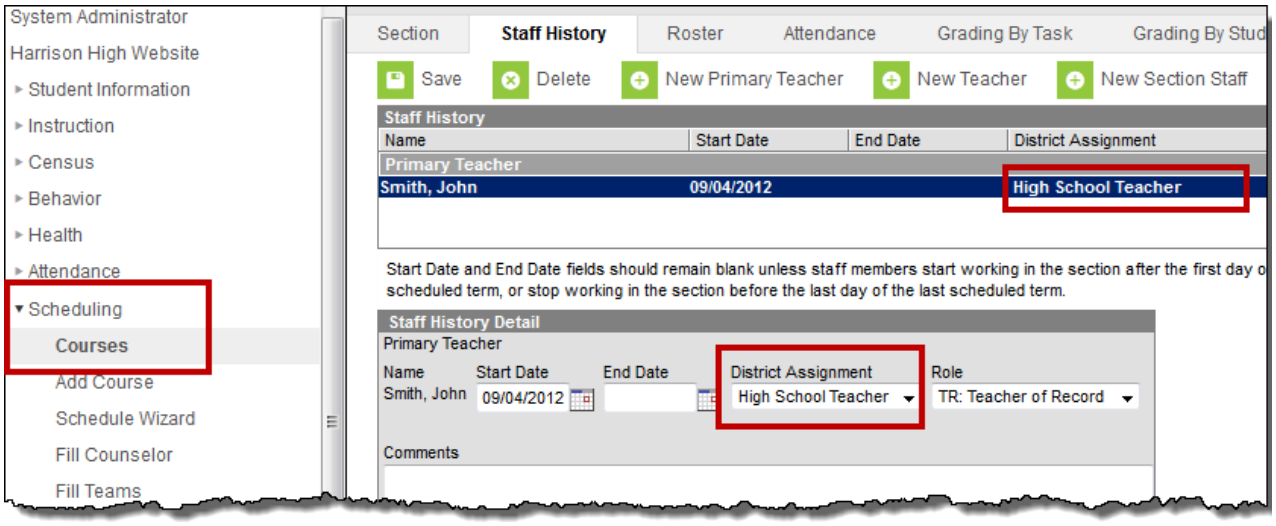


Example Work Assignment with the Teacher Role Selected



Example District Assignment with the Teacher Role Selected

Removed Tabs and Screens

The following tabs and screens have been removed. Some of this information is maintained in the Human Resources application.

This change **does** apply to students who are also staff members.

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- Census > People > District Employment (Maintained in the HR application)
- Census > People > District Assignment (Maintained in the HR application)
- Census > People > Credentials (Maintained in the HR application)
- Census > My Data
- Census > Staff Request Processor
- Census > Staff Locator

Removed Tool Rights

The following tool rights are removed when Campus Human Resources is implemented:

- District Employment
- District Assignment
- Credentials
- My Data
- Staff Request Processor
- Staff Locator

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