Position Codes

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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 .

Tool Search: Position Code

Position Codes allow you to store information that is common to a majority of people in a specific position. The Position Code automatically supplies default information to the Personnel Work Assignment and reduces the need for manual data entry. The information that the Position Code supplies can be changed on an individual's Personnel Work Assignment.

To track additional data, add User Fields to the Position Codes screen. Your district may have additional state-specific fields. See the Field Descriptions for more information.

What can I do?	What do I need to know?
- Add New Position Codes - Update Existing Position Codes - Print the Position Code Listing - Print the Filled Position Listing	Field Descriptions

Position Codes

Add New Position Codes

1. Click the **New** button.
   Result
   The New Position Code editor displays with the **Active** checkbox automatically selected.
2. Enter a unique **Position Code**.

3. Enter a **Description** to briefly describe the Position Code.

> The remaining fields are optional. Use the information in the Field Descriptions to complete the New Position Code editor.

4. Click the **Save** button.

Update Existing Position Codes

1. Select the Position Code.
   Result
   The **Edit Position Code** editor displays.

2. Use the information in the Field Descriptions to update the Position Code.

   > The Position Code abbreviation cannot be changed.

3. Click the **Save** button.

Print the Position Code Listing

Campus allows you to print a comprehensive list of Position Codes. You may print a summary or detailed version of the codes in PDF or CSV format.

To print the Position Code Listing, click the **Reports** button and select *Position Code Listing* from the **Report Type** dropdown list.
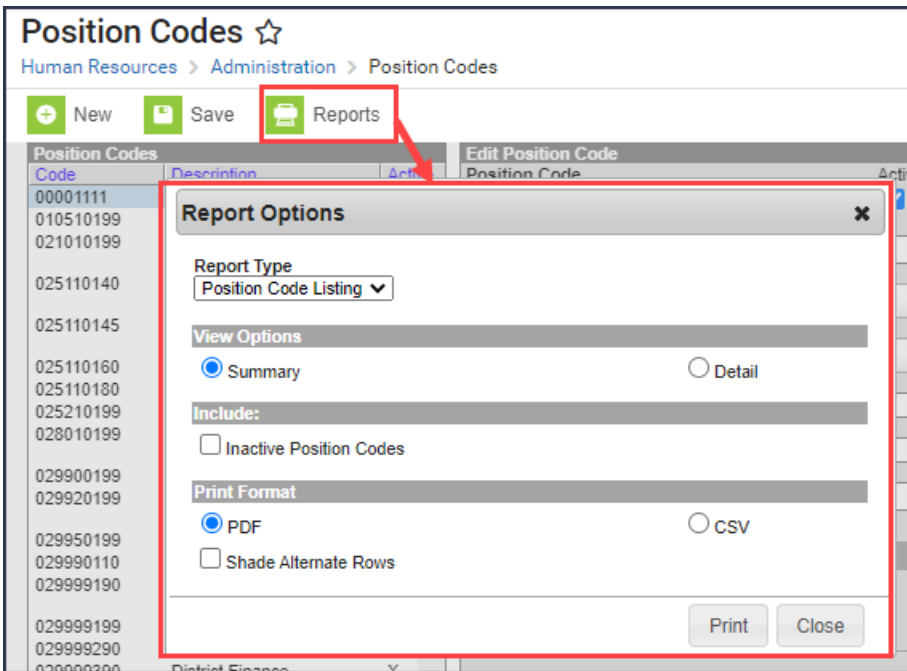
Summary Options

The Summary option prints the Position Code/Description and the Assignment Code/Description. You may include inactive Position Codes. Inactive Position Codes do NOT have an "X" in the Active column.

Print Position Code Options - Summary

Position Code Summary Listing - Summary Example

Detail Options

The Detail option allows you to sort the Position Codes alphabetically by code or by Position Group. The Detail option also allows you to include the General Ledger Account Number assigned to the code and any User Fields that have been added to the Position Code.

Print Position Code Options - Detail

Position Code Summary Listing - Detail Example Sorted by Position Group

Print the Filled Position Listing

The Filled Position Listing allows you to see how many employees are associated with each position. You may print a summary or detailed version of the Filled Position Listing in PDF or CSV format. The detailed option includes specific personnel information like personnel numbers and names.

To print the Filled Position Listing, click the **Print Options** button and select *Filled Position Listing* from the **Report Type** dropdown list.

Report options are the same for the Summary and Detail views.

Filled Position Summary Listing Report Example

Filled Position Detail Listing Report Example

Field Descriptions

Some fields vary by state; i.e., fields may not be available or may have a different name in your state. See the following field descriptions for details.

Field	Description
Position Code	An abbreviation that uniquely identifies the position in HR dropdown lists.
Active	This checkbox indicates whether the code is currently available for selection in HR dropdown lists. When creating a new Position Code, this checkbox is automatically selected.
Position Group	This option identifies the group to which the position belongs. To create or modify the Position Groups available in this field, see the HR Codes Setup article.
Description	A brief explanation of the position code.
Assignment Code (Program Code)	An alternate code that is often used for state reporting. This field is called **Program Code** in Oklahoma districts. To create or modify the codes available in this field, see the HR Codes Setup article.
EEO Category	The EEO (Equal Employment Opportunity) category to which the position belongs. To view descriptions for the categories available in this field, see the HR Codes Setup article. These categories cannot be modified.
Bargaining Group	The bargaining group that is tied to this specific Position Code. To modify the options available in this field, see the Bargaining Groups Setup.
Classification	The employee's position classification type. To modify the Classifications available in this field, see the HR Codes Setup article.
Business Unit	The business unit that describes the functional area associated with this position. To modify the Business Units available in this field, see the HR Codes Setup article.

Field	Description
Pay Frequency	The frequency with which this position is paid. Options include the following: • BW: Biweekly • M: Monthly • SM: SemiMonthly • W: Weekly
Job Value	A numeric value assigned to the position. This field is informational only. This field is called **Work Months** in New York.
Full Time Rules	These fields provide the default values that define a 1.0 FTE for the Position.
Annual Hours	The total number of annual working hours for this position. This field is not required and the time entered in this field is not validated or compared to the other time fields on this screen.
Hours Per Day	The total number of daily working hours for this position.This field is not required and the time entered in this field is not validated or compared to the other time fields on this screen.
Days Per Week	The total number of working days per week for this position. This field is not required and the time entered in this field is not validated or compared to the other time fields on this screen.
Days Per Year	The total number of working days per year for this position. This field is not required and the time entered in this field is not validated or compared to the other time fields on this screen.
Roles	The responsibilities associated with this position. Roles also control where an individual's name displays (e.g. dropdown lists) and enables additional features within the system.
Salary Schedule	The Salary Schedule(s) associated with this specific Position Code. When a Position Code has salary schedules tied to it, only salary schedules that you select here appear on the Work Assignment when this Position Code is used. For more information about Salary Schedules, see the Salary Schedule Setup article.
GL Account Number	The General Ledger Account Number to be used for tracking account funding distribution at the position level. If an account number is entered, the following **Percent** field is required.

Field	Description
Percent	This field denotes the percentage of funding that is distributed to this account for this Position Code. The Percent is required if the **GL Account Number** field is populated.
Total Percent	The total percentage for the account distribution set up. The Total Percent does not need to be 100%; however, it cannot exceed 100%.
Add Row	This button adds a new row for entering additional GL Account Numbers and percentages.

State Specific Field Descriptions

The field descriptions in this topic provide additional information about fields that are only available in certain states.
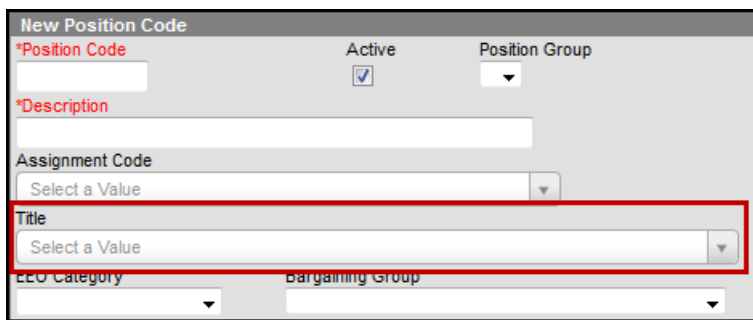
Massachusetts | Minnesota | New York | Oklahoma | Wisconsin

Massachusetts

Title

▶ Click here to expand...

An alternate title for the Position Code.

Minnesota

STAR Extract

▶ Click here to expand...

This field allows you to identify whether a position should report on the STAR LA Extract, the STAR NA Extract, or not report at all

New York

BEDS Code

▶ Click here to expand...

This is the BEDS IMF Category code used for BEDS reporting.

To create or modify the codes available in this field, see the HR Codes Setup article.

State Reported Salary

▶ Click here to expand...

When this checkbox is marked, the Work Assignments that use this Position Code are included in a calculation for the SIRS Staff Snapshot. The Annual Salary element reports the total sum of all Work Assignments with positions that have this checkbox marked.

Oklahoma

OTRS Membership

▶ Click here to expand...

This checkbox is only available for districts in Oklahoma and identifies whether a position is Mandatory, Optional, or Ineligible for state retirement membership.

Title

▸ Click here to expand...

An alternate title for the Position Code.

OTRS Employment Year End Reporting

▸ Click here to expand...

The Full Time Rules area on the Position Codes tab allows tracking rules by Employment Year to ensure accurate reporting if the rules are different than what is defined for the current year.

These fields are optional and if you do not use them, the OTRS reports will report the Full Time Rules set up in the fields above this section.

Wisconsin

WISEstaff Position Code

▶ Click here to expand...

This field identifies the corresponding WISEstaff position code.

WISEstaff Reported

▶ Click here to expand...

This checkbox allows you to identify whether a position should be included in WISEstaff reporting. The checkbox is made available in preparation for future Campus enhancements and state reports.