

# Position Codes

Last Modified on 03/28/2024 10:17 am CDT

**Classic View:** Human Resources > Administration > Position Code

**Search Terms:** 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?
<ul style="list-style-type: none"> <li>• <a href="#">Add New Position Codes</a></li> <li>• <a href="#">Update Existing Position Codes</a></li> <li>• <a href="#">Print the Position Code Listing</a></li> <li>• <a href="#">Print the Filled Position Listing</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Field Descriptions</a></li> </ul>

**Position Codes** ☆

Human Resources > Administration > Position Codes

+ New Save Reports

Code	Description	Active
00001111	Weekly Position	X
010510199	District Administrator	X
021010199	Director of Teaching & Learning	X
025110140	Principal - Elementary School	X
025110145	Principal - Intermediate School	X
025110160	Principal - High School	X
025110180	Principal - Middle School	X
025210199	Activity Director	X
028010199	Director of Special Education	X
029900199	Director of Community Ed	X
029920199	Building & Grounds Supervisor	X
029950199	Food Services Supervisor	X
029990110	Transportation Supervisor	X
029999190	Assistant to Superintendent	X
029999199	Director of Technology	X
029999290	District HR & Benefits	X
029999390	District Finance Coordinator	X
029999490	District Grants and Communication	X
029999590	District Purchasing & Payroll	X

**Edit Position Code**

Position Code: 00001111 Active:  Position Group: [v]

\*Description: Weekly Position

WISestaff Position Code: [Select a Value]

Assignment Code: [Select a Value]

EEO Category: [v] Bargaining Group: [v]

Classification: [v] Business Unit: [v]

Pay Frequency: [v] Job Value: [v]

**Full Time Rules**

Annual Hours	Hours Per Day	Days Per Week	Days Per Year
2080	[v]	[v]	[v]

**Roles (CTRL click to select multiple)**

- Activity Staff
- Advisor
- Behavior Admin
- Behavior Response Approver
- Counselor
- Exclude Behavior Referral

**Salary Schedule (CTRL click to select multiple)**

- AdminAsst: Administrative Assistant
- Cust: Custodian
- ExCurr: Extra Curricular
- FoodServ: Food Service
- TEA: Licensed Staff
- Salary: Management

GL Account Number: [v] Percent: 100

*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.

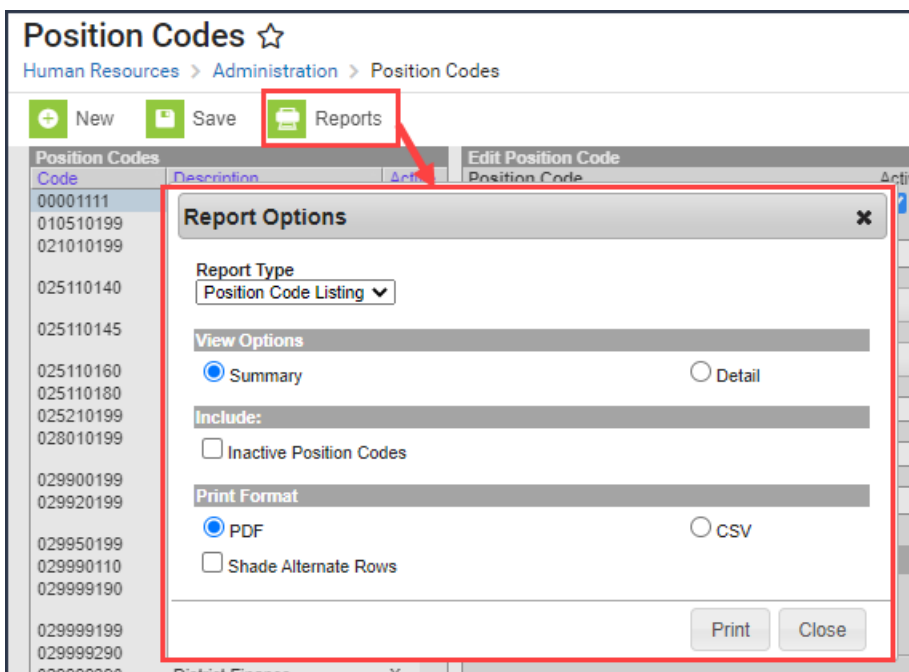
The Position Code abbreviation cannot be changed.

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.

**Report Options** ✕

**Report Type**  
 Position Code Listing ▾

**View Options**

Summary
  Detail

**Include:**

Inactive Position Codes

**Print Format**

PDF
  CSV

Shade Alternate Rows

*Print Position Code Options - Summary*

<b>Position Code Summary Listing</b>		
Position Code/Description	Active	Assignment Code/Description
1200: Head Football Coach	x	
1210: Assistant Football Coach	x	
1220: Sideline Manager	x	
EA: Elementary Assistant	x	
EPRINC: Elementary Principal	x	1500: School Office Administration
ET-201: Elementary Teacher - Certified	x	2100: Elementary - 1st - 6th Grade
HRADMIN: HR Administration	x	1231: Business Administration
ITADMIN: IT Administrator	x	1231: Business Administration
PhyEd-MS: Middle School Phy Ed Instructor	x	3000: Middle School 7th - 9th Grade
HS: High School Teacher	x	4000: High School - 10th - 12th Grade

*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.

### Report Options

**Report Type**  
Position Code Listing

**View Options**  
 Summary
  **Detail**

**Sort Options**  
 Position Code
  Position Group

**Include:**  
 Inactive Position Codes
  GL Account Number
  User Fields

**Print Format**  
 PDF
  CSV

Shade Alternate Rows

*Print Position Code Options - Detail*

Position Code Detail Listing														
Position Group: Fall Coach														
Position Code/Description	Active	Assignment Code/Description	Business Unit	Union Code	Salary Schedule	Annual Hours	Hours Per Day	Days Per Week	Days Per Year	Classification	EEO Category	GL Account Number	Percent	Role
1200: Head Football Coach	x		HS		Coach	0	0.0	0	0	Admin	99	01,005,000,000,316,000	100.0	Coaching Admin
1210: Assistant Football Coach	x		HS		Coach	0	0.0	0	0	Admin	99	01,005,000,000,307,000	100.0	
Position Group: Teachers														
Position Code/Description	Active	Assignment Code/Description	Business Unit	Union Code	Salary Schedule	Annual Hours	Hours Per Day	Days Per Week	Days Per Year	Classification	EEO Category	GL Account Number	Percent	Role
ET-201: Elementary Teacher - Certified	x	2100: Elementary - 1st - 6th Grade	SCI	AFT	Teacher	1720	0.0	0	0	Certified	05	01,005,000,000,304,000	100.0	Teacher
PhyEd-MS: Middle School Phy Ed Instructor	x	3000: Middle School 7th - 9th Grade	PE	AFT	Instructor	0	7.0	5	180	Certified	03	01,005,000,000,306,000	100.0	Teacher
SS-HS: High School Social Studies Teacher	x	4000: High School - 10th - 12th Grade	SCI	AFT	Teacher	0	8.0	5	176	Certified	06	01,005,000,000,316,000	100.0	Teacher

*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

Position Code	Description	Position Group	Total Active
1000	Casual Hourly		170
1101	Teacher Elem Grade 1	11: Teachers	30
1102	Teacher Elem Grade 2	11: Teachers	20
1103	Teacher Elem Grade 3	11: Teachers	16
1104	Teacher Elem Grade 4	11: Teachers	19
1105	Teacher Elem Grade 5	11: Teachers	17
1106	Teacher MS Grade 6	11: Teachers	12
1107	Teacher Elem Kindergarte	11: Teachers	15
1108	Teacher Elem AOM	11: Teachers	0
1109	Teacher Elem Music	11: Teachers	7

*Filled Position Summary Listing Report Example*

### Filled Position Detail Listing

**1000: Casual Hourly**      **Position Group:**  
 Total Active: 170 / Total FTE: 45.010

Personnel Number	Name	FTE	Start Date	End Date	Work Location
55517	STEPHEN SMITH		08/30/2012		Campus District Office
80635	JOE BROWN		07/01/2012		Campus High School
80635	JOE BROWN	1.000	07/01/2012	06/30/2013	Campus Middle School
83702	ANN JOHNSON		07/01/2012	06/30/2013	Campus High School
84108	MARY JONES		06/01/2012		Campus District Office
86909	DAVID MEYERS	1.000	07/01/2012	06/30/2013	Campus Elementary

*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
<b>Position Code</b>	An abbreviation that uniquely identifies the position in HR dropdown lists.
<b>Active</b>	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.
<b>Position Group</b>	This option identifies the group to which the position belongs.  To create or modify the Position Groups available in this field, see the <a href="#">HR Codes Setup</a> article.
<b>Description</b>	A brief explanation of the position code.
<b>Assignment Code (Program Code)</b>	An alternate code that is often used for state reporting.  <div style="background-color: #e1f5fe; padding: 5px; border: 1px solid #cfe2f3;"> <p>This field is called <b>Program Code</b> in Oklahoma districts.</p> </div> To create or modify the codes available in this field, see the <a href="#">HR Codes Setup</a> article.
<b>EEO Category</b>	The EEO (Equal Employment Opportunity) category to which the position belongs.  To view descriptions for the categories available in this field, see the <a href="#">HR Codes Setup</a> article. These categories cannot be modified.
<b>Bargaining Group</b>	The bargaining group that is tied to this specific Position Code.  To modify the options available in this field, see the <a href="#">Bargaining Groups Setup</a> .
<b>Classification</b>	The employee's position classification type.  To modify the Classifications available in this field, see the <a href="#">HR Codes Setup</a> article.
<b>Business Unit</b>	The business unit that describes the functional area associated with this position.  To modify the Business Units available in this field, see the <a href="#">HR Codes Setup</a> article.

Field	Description
<b>Pay Frequency</b>	The frequency with which this position is paid. Options include the following: <ul style="list-style-type: none"> <li>• BW: Biweekly</li> <li>• M: Monthly</li> <li>• SM: SemiMonthly</li> <li>• W: Weekly</li> </ul>
<b>Job Value</b>	A numeric value assigned to the position. This field is informational only. <div style="border: 1px solid #add8e6; padding: 5px; margin-top: 10px;"> This field is called <b>Work Months</b> in New York. </div>
<b>Full Time Rules</b>	
<div style="border: 1px solid #add8e6; padding: 10px; margin: 10px 0;"> These fields provide the default values that define a 1.0 FTE for the Position. </div>	
<b>Annual Hours</b>	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.
<b>Hours Per Day</b>	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.
<b>Days Per Week</b>	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.
<b>Days Per Year</b>	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.
<b>Roles</b>	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.
<b>Salary Schedule</b>	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 <a href="#">Work Assignment</a> when this Position Code is used. <p>For more information about Salary Schedules, see the <a href="#">Salary Schedule Setup</a> article.</p>
<b>GL Account Number</b>	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 <b>Percent</b> field is required.



Field	Description
<b>Percent</b>	This field denotes the percentage of funding that is distributed to this account for this Position Code. The Percent is required if the <b>GL Account Number</b> field is populated.
<b>Total Percent</b>	The total percentage for the account distribution set up. The Total Percent does not need to be 100%; however, it cannot exceed 100%.
<b>Add Row</b>	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...](#)

### Minnesota

#### STAR Extract

[▶ Click here to expand...](#)

### New York

#### BEDS Code

[▶ Click here to expand...](#)

#### State Reported Salary

[▶ Click here to expand...](#)

### Oklahoma

#### OTRS Membership

[▶ Click here to expand...](#)

#### Title

[▶ Click here to expand...](#)

#### OTRS Employment Year End Reporting

[▶ Click here to expand...](#)

# Wisconsin

## WISEstaff Position Code

▶ [Click here to expand...](#)

## WISEstaff Reported

▶ [Click here to expand...](#)

---