

Campus SIS Integration

Last Modified on 10/22/2022 9:56 am CDT

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.

User Account	User Groups	Tool Rights	Calen
Save			
Campus	lools		
RWAD)		
V V V	🛛 🚮 adminhr account		
	/ 🗔 Harrison High	Website	
	🛯 🗄 🔀 Student Inform	nation	
	Instruction		
	🛿 🗄 🔒 SSN Rights		
V V V V	🛯 🚊 🤹 Census		
	🛚 🚊 🖉 People		
V V V	🛚 📋 🕵 Househok	is	
V V V	7 🕒 House	hold Info	
V V V	🛚 🕴 🔤 Addre	sses	
	👔 🕴 🔤 Memb	ers	
v v v	/ 🛛 🗠 HR-Or	nly Search and Add M	lember
	/ 🛛 👘 🐺 Fees		
v v v	🛚 🕴 🔤 👘 😵 🕹 🖉	posit 🔨	
V V V	Addresse	s	

The Search tab 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.
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.

Demographics	Identities	Households	Relation	ships	Enrollments				
Save									
Additional Staff Den	Additional Staff Demographics Information Maintained in Human Resources								
Person Informat	ion								
PersonID 392	221								
	st Name Middle N ohn	lame Suffix							
Nickname N/A									
N/A				No Im	age Available				
D	11-F								
Personal Contac Work Phone	t Information	Work	mail	_					
(555) 555-9876			th@email.com						
Preferred Language		5							
en_US: US English									
	Me	ssenger Prefer	ences Contact R	easons					
Contact Information	tion Emergency	-							
Work Email:		V	V	V					
Personal Email:			✓ ✓						

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.

ampus								
Demographics	Identities	Households	Relation	nships En	rollments			
Save								
Additional Staff Demo	- ·	n Maintained in	Human Resource	s				
PersonID 3922 Last Name First Smith Joh	Name Middle Na	ame Suffix						
Nickname N/A								
Personal Contact	Information							
Work Phone (555) 555-9876		-	th@email.com	L				
Home Phone (555)555-1234		Cell Pi (555	none 5)555-4321					
Preferred Language								
en_US: US English	•				_			
Contact Information	Messenger Preferences Contact Reasons Contact Information Emergency Attendance Behavior General Priority Teacher							
Work Email:		V	V	V				
Personal Email:			✓ ✓	✓ ✓				

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.

Demographics	ldenti	ities	Households	Relationships	Enrollments	
Identities Editor						
Identity Current		Effective Date	Birth Date	District		
Staff Identity Information - Maintained in Human Resources						

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



If	Then
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 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.

Index Search Help < br/>	John Sn Personnel # Primary Title Primary Loc Work Phone Status: FT	: 11696 ::	
► Transcripts	Personnel Master	Save New Assignment	
 User Communication Assessment 	+ HR General Information >	Work Assignment Editor	
	Contact Information >	Active Title X High School Teacher	Primary Location Start Date End Date Harrison High 09/01/2013
 System Administration Finance 	Qualifications >		
▶ FRAM	+ Work Assignments		
	Leave Entry >		
▼ Human Resources	-		
Administration	Evaluations >	Add Additional Pay	*GL Account Number *Percent
▼Personnel			× 01-005-050-000-214-000 100
Personnel Master			Add Row Total Percent:
Add Personnel Wizard		Roles & Qualifications	100
▶ Staff Evaluations	-	Roles (CTRL click to select multiple)	Qualifications Associated: Add Qualification
▶ Reports		Health	dualineations Associated. Add dualineation
▶ Messenger		Program Self Service Approver	
▶ Point of Sale		Special Ed	
▶ Surveys		Teacher	
▶ State Reporting		Comments	
Account Settings			
Access Log			Modified by: System Administrator - 03/28/2014 09:34

Example Work Assignment with the Teacher Role Selected

Campus						
System Administrator	Sectio	on Staff History	Roster	Attendance	Crading Dy Took	Grading By Stu
Harrison High Website	Section	Stall History	Roster	Allendance	Grading By Task	Grading by Sid
Student Information		Save 😣 Delete	New Primary	Teacher 🕂 🕀	New Teacher 🛛 🕀	New Section Staff
▶ Instruction	Staff	History				
▶ Census	Name	ary Teacher	Start Date	End Dat	te District A	ssignment
▶ Behavior		n, John	09/04/2012		High Sch	nool Teacher
▶ Health						
▶ Attendance		Date and End Date fields				ection after the first day
▼ Scheduling		duled term, or stop working	ig in the section befor	e the last day of the	e last scheduled term.	
Courses		f History Detail ry Teacher			_	
Add Course	Name	e Start Date E	ind Date Distri	ct Assignment	Role	
	Smith	, John 09/04/2012 📺	T High	School Teacher	 TR: Teacher of Rec 	ord 👻
Schedule Wizard	=					
Fill Counselor	Com	nents				
Fill Teams			_		~~ · · · · · · · · · · · · · · · · · ·	

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.

- 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