

# HR Codes

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**Classic View:** Human Resources > Administration > HR Codes

**Search Terms:** HR Codes

HR Codes are application dropdown fields used throughout the Human Resources application. The HR Codes tool allows you to set dropdown values to active or inactive as well as add values to some dropdown fields by adding an entry to the field's dictionary. Some dropdown fields and their values are supplied by Infinite Campus and cannot be modified.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> <li><a href="#">Add a Dictionary Entry</a></li> <li><a href="#">Hide Values</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Location Codes</a></li> <li><a href="#">Personnel Codes</a></li> </ul>

The screenshot shows the Infinite Campus HR Codes interface. At the top, there is a search bar and a breadcrumb trail: Human Resources > Administration > HR Codes. Below the breadcrumb is a 'Save' button and a tree view of HR Codes categories. The 'Degree Subject Dictionary' category is expanded, showing a table of entries.

Code	Description	Standard Code	Active
00	Not Applicable		X
01	American Studies		X
02	Anthropology		X
03	Visual Art		X
04	Astronomy		X
05	Biochemistry		X
06	Biology		X
07	Business/Finance/Economics/Accounting		X
08	Chemistry		X
09	Computer Technology		X
10	Drama/Theatre Arts/Dance		X
11	Earth Science/Geology		X

At the bottom of the table, there is a pagination control: Page 1 of 1, 250 Rows Per Page, and 1 - 55 of 55.

## Add a Dictionary Entry

1. Expand the navigation tree to the HR Code you want to update.
2. Select the Dictionary to which you want to add an entry.
3. Click the **Add Row** button.

**Result**

An empty row appears with the Active checkbox selected.

4. Type the **Code** and **Description** for the new entry.
5. Click the **Save** icon when finished.

Click a column heading to sort dictionary items.

## Hide Values

You cannot delete HR Codes. However, if you do not want an HR code to be available for selection, clear the **Active** checkbox and save your changes. If records have already been assigned the inactive HR Codes, the inactive HR Code still displays in the dropdown list for those records. However, the HR Code displays with two stars next to the code to indicate that it is no longer active; e.g., AFT\*\*.

1. Expand the navigation tree to the HR Code you want to update.
2. Select the Dictionary that includes the entry you want to hide.
3. Clear the **Active** checkbox for the entry you want to hide.
4. Click the **Save** button.

## Location Codes

The location code displays in the Location and Sub-Location fields on the [District Master](#) and Location Codes are required in the Personnel Master on each employee's [Work Assignment](#).

## Personnel Codes

The following summary is a reference of all Personnel codes provided by Infinite Campus.

### EEO Category

These fields are always active and not editable.

Code	Description
01	Officials and Managers

Code	Description
<b>02</b>	First/Mid Level Officials and Managers
<b>03</b>	Professionals
<b>04</b>	Technicians
<b>05</b>	Sales Workers
<b>06</b>	Administrative Support Workers
<b>07</b>	Craft Workers
<b>08</b>	Operatives
<b>09</b>	Laborers and Helpers
<b>10</b>	Service Workers

## Pay Frequency

Code	Description
<b>BW</b>	Bi-weekly
<b>H</b>	Hourly
<b>M</b>	Monthly
<b>SM</b>	Semi-Monthly
<b>W</b>	Weekly

## Relationship type

These fields are always active and not editable.

Code	Description
<b>Child</b>	Child
<b>ExtFamily</b>	Extended Family
<b>Friend</b>	Friend
<b>Parent</b>	Parent
<b>Sibling</b>	Sibling

Code	Description
<b>Sig_Other</b>	Significant Other
<b>Spouse</b>	Spouse

## Veteran

These fields are always active and not editable.

Code	Description
<b>00</b>	Not Tracked
<b>01</b>	Not a Veteran
<b>02</b>	Vietnam Era Vet
<b>03</b>	Special Disabled Vet
<b>04</b>	Other Protected Vet
<b>05</b>	Armed Forces Service Medal Vet
<b>06</b>	Disabled Vet

## Staff Evaluations Codes

The following summary is a reference of all Staff Evaluations codes provided by Infinite Campus.

### Evaluation Type

These fields are always active and not editable.

Code	Description
<b>ANNUAL</b>	Annual
<b>INTERIM</b>	Interim
<b>OBSERVE</b>	Observation

### Upload Type

<b>Code</b>	<b>Description</b>
<b>CE</b>	Cont. Education
<b>FORM</b>	Form
<b>LP</b>	Lesson Plan
<b>SA</b>	Student Assignment

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