

# Status Codes

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

[Field Descriptions](#) | [Add Status Codes](#) | [Delete Status Codes](#) | [Print a List of Status Codes](#)

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

**Search Terms:** Status Codes

Status Codes can be used on personnel records to reflect eligibility for pay and benefits as well as various leave statuses. Status Codes help create employee groups and assist with reporting.

After the Status Codes are set up, you can assign a status to employees on the [General Information tool in the Personnel Master: Human Resources > Personnel > Personnel Master > General Information > Status](#) field.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> <li><a href="#">Add Status Codes</a></li> <li><a href="#">Delete Status Codes</a></li> <li><a href="#">Print a List of Status Codes</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Field Descriptions</a></li> </ul>

## Status Codes ☆

Human Resources > Administration > Status Codes

+ New
Save
Print/View

Status Code	Description	Active
01	Active Full Time 12 month	X
02	Active Full Time 10 month	X
03	Active Part Time 12 month	X
04	Active Part Time 10 month	X
05	Active Full Time 9 month	X
06	Active Part Time 9 month	X
07	Active Casual	X
08	Active Substitute	X
12	Active Seasonal	X
21	Inactive Maternity	X
22	Inactive Illness	X
26	Inactive Military Service	X
27	Inactive Leave	X

### Edit Status Code

Status Code: 01      \*State Reporting Identifier: FT: Full Time      Active:

\*Description: Active Full Time 12 month

\*Pay Eligible: Yes      \*Benefits Eligible: Yes

*Status Codes Editor*

- Clicking the **Status Code** column heading sorts the list in alphabetical order. Clicking the **Active** column heading sorts the list by active status.
- You can create new Status Codes by clicking the **New** button or edit existing codes by selecting the code.
- You cannot delete a Status Code. If you do not want a Status Code to be available for selection, clear the **Active** checkbox and save your changes.

# Field Descriptions

Field	Description
<b>Status Code</b>	<p>The code is used as an abbreviation for the values that may display in a dropdown list or on future reports.</p> <p>The Code cannot be changed once the Status Code is saved.</p>
<b>State Reporting Identifier</b>	<p>This field is used for state reporting and identifies whether a status is part time, full time or other.</p> <p>The values in this field may include localized options.</p>
<b>Description</b>	A brief description of the Status Code.
<b>Active</b>	Selecting this checkbox indicates that the code is currently valid and should be available for selection in Status Code dropdown lists.
<b>Pay Eligible</b>	This field indicates whether the employee with this status is eligible for receiving pay. Options include Yes, No, and Partial.
<b>Benefits Eligible</b>	This field indicates whether the employee with this status is eligible for receiving benefits. Options include Yes, No, and Partial.

## Add Status Codes

1. Click the **New** button.

### Result

The New Status Code screen appears. The **Active** checkbox is automatically selected.

2. Enter an abbreviation for the code in the **Status Code** field.

The Code cannot be changed once the Status Code is saved.

3. Enter a description of the code in the **Description** field.
4. Select whether an employee with this status is eligible for receiving pay in the **Pay Eligible** dropdown list. Options include Yes, No, and Partial.
5. Select whether an employee with this status is eligible for receiving benefits in the **Benefits Eligible** dropdown list. Options include Yes, No, and Partial.
6. Click the **Save** button.

# Delete Status Codes

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

# Print a List of Status Codes

Campus allows you to print a comprehensive list of the Status Codes in CSV format. To print a list of the Status of Codes, click the **Print/View** button. Campus automatically creates the statusCodes.csv file.

*Example of the Print/View Button*

	A	B	C	D	E	F
1	active	code	description	payEligible	benefitsEligible	stateReportingIdentifier
2	TRUE	1	Active Full Time 12 Months	N	Y	FT: Full Time
3	TRUE	2	Active Full Time 10 Months	Y	Y	FT: Full Time
4	TRUE	3	Active Part Time 12 Months	Y	Y	PT: Part Time
5	TRUE	4	Active Part Time 10 Months	Y	Y	PT: Part Time
6	TRUE	5	Active Full Time 9 Months	Y	Y	FT: Full Time
7	TRUE	6	Active Part Time 9 Months	Y	Y	PT: Part Time
8	TRUE	7	Active - Casual-Subs (40+ day)	Y	Y	IO: Intermittent/ On Call
9	TRUE	8	Active - LTS Sub (30+ days)	Y	Y	FT: Full Time
10	TRUE	10	Active Full Time 11 Months	Y	Y	FT: Full Time
11	TRUE	11	Active Part Time 11 Months	Y	Y	PT: Part Time
12	TRUE	12	Active Seasonal-summer/coach	Y	N	SL: Seasonal

*Example of Printed Status Codes*