

Searching for Personnel

Last Modified on 10/22/2022 9:57 am CDT

Using the Search Person Tool | Using the Search Tab in Campus

PATH: Human Resources > Personnel > Personnel Master

Before you can work with personnel in the Personnel Master, you must search for a person using the Search Person tool on the Personnel Master or the Search tab in Campus.

Using the Search Person Tool

To search for personnel, enter one of the following criteria in the **Search Person** field:

- First Name
- Last Name
- Nickname
- Local Staff Number (Personnel Number)
- State Staff ID
- Social Security Number

This option is only available if you have been given SSN Tool Rights and your administrator has enabled the option on the District Master tab.

Index Search Help < Joe Campus > Finance • Human Resources	Search Person: To search, enter a name or personnel number.
Administration	
▼ Personnel	
Personnel Master	
Add Personnel Wizard	

Example Search Person screen

Tips for Searching

• If you do not know the full spelling of the first or last name, you can enter just the first few letters. The Search Person tool displays names that match the letters you enter.

When retrieving search results, the Search Person tool also reviews former names of personnel. If someone's former name matches the criteria on which you are searching, that person will display in the search results.



• In addition to a person's name, the search results may include identifying information like the person's nickname, local staff number, state staff ID, primary location and position code if the personnel record includes this information.

Search	Person:10
To search, enter a n	Anderson, Anne-Marie J: Campus County Junior High, # 1005 Beyer, Christopher D (Chris): Campus County High Schools, #
	Carson, Richard F: Campus County High Schools, # 1013, State# 1968741
	Chen, Michael A: Campus County District Offices, # 1014 Cullen, Fred (Freddy): Campus County Elementary, # 1021, State# 123456
	Erickson, Kathleen : Campus County High Schools, # 1009

• Do NOT use a comma when searching with the last name first.



Using the Search Tab in Campus

Infinite Campus provides two main search types:

- Search Tab Quick searching, based on the filter selected in the **Search** field and the criteria entered by a user.
- Advanced Search Advanced searching based on additional criteria, as chosen by the user.

Index Search <	ampus Search		
	Search for a Personnel Mas	ter record being tracked in Human Resources by using	search fields or by selecting a Saved Filter. Only HR Perso
Personnel Master 👻	data type mers display for a		
Smith, Edward Go			Saved Filter
Advanced Search	Personnel Master Search		T CAdmin
	Last Name		E G Messenger
	First Name		🛨 👧 Tech
earch Results: 1	Nickname		
	State Number		
mith. Edward T #1234	Active Staff Only		
,	Active Starr Only		
	HR General Information		
	Status Select Va	lues	
	Employment Type Select Va	lues	
	Start/End Hire Dates	to H	
	Work Assignments		
	Position Group Select Va	lues	
	Position Select Va	lues	
	Primary Work Select Va	lues	
	Salary Schedule Select Va	lues	
	Primary Only		

When the "Personnel Master" option is selected in the Search field, the following options are available by clicking on the **Advanced Search** link. The Advanced Search returns all employees that match the search criteria regardless of the Year/School/Calendar/Schedule fields displayed in the Campus toolbar.

Field	Definition	
Personnel Master Search		
Last Name	Employee's last name.	
First Name	Employee's first name.	
Nickname	Employee's nickname.	
Personnel Number	The unique identifier within HR for the person.	
State Number	The unique staff identifier reported to the state.	
Active Staff Only	 When marked, the search results include only active employees. Active is defined as follows. Hire Date ≤ Today's Date, AND The Termination Date is not populated, OR Termination Date > Today's Date Human Resources > Personnel > Personnel Master > HR General Information - Current Record > Employment Dates 	
HR General Information		



Field	Definition
Status	The employee's eligibility for Pay and Benefits. Values in this field are defined in Human Resources > Administration > Status Codes.
Employment Type	The employee's type of employment. Values in this field are defined in Human Resources > Administration > HR Codes.
Start/End Hire Dates	Returns any employee with the Hire Date or within the Hire Date range entered. Human Resources > Personnel > Personnel Master > HR General Information > Employment Dates > Hire Date
Work Assignments	5
Position Group	Returns any employee with a Position Code that belongs to the selected Position Group(s).
Position Code/Description	Returns any employee with the selected Position Code.
Primary Work Location	Returns any employee who is assigned the selected location as their primary location.
Salary Schedule	Returns any employee who is assigned the selected Salary Schedule in their wage detail record.
Primary Only	When this checkbox is marked, the search only returns employees who have corresponding Work Assignments marked as Primary.
Active Only	 When this checkbox is marked, the search only returns employees who have an active Work Assignment. Active is defined as follows. Start Date ≤ Today's Date, AND The End Date is not populated, OR End Date > Today's Date