

collegecode

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Human Resources > Tables > Credential > College Code

This tab is used to maintain codes for colleges and universities as well as the name of the institution and the state in which the institution is located.

Add college codes:

Click **+Add** to add a row.

Note: If an employee has a degree from a foreign university, enter the name of the college only in the **College Name** field.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.