

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
College Code	Type the code that represents the college or university for the record being added. The code is limited to six characters.
College State	Click ⌄ to select the state, or type the two-character state abbreviation.
College Name	Type the name of the college represented by the college code. The description can be a maximum of 30 characters.

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.