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majorminor

Table of Contents

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Major/Minor - HRS2200 1

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Human Resources > Tables > Credential > Major/Minor

This tab is used to maintain two-character codes for college degrees as well as a description of the codes. The information on this table can then be used to populate the Credentials tab on the Staff Demo page with applicable education data for an employee. Maintaining this information will assist in identifying those staff members that may have the college degree or hours to teach or serve in an area that is critical to the district. This data can then be extracted using HRS1400 - Employee Education Report.

Add major/minor codes:

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

Field	Description
Major/Minor Code	Type a two-character code representing a college degree.
Major/Minor Description	Type an explanation of the two-character college code. The description can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Print the Leave Units report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

	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. Click **Save**.