

Major/Minor - HRS2200

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Personnel > 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 a college degree or hours to teach or serve in an area that is critical to the district. This data can then be extracted using the HRS1400 - Employee Education Report.

Add a major/minor code:

❑ 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	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 code table data. Click to print code table data. The following Credential Code Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Code Tables** - displays the following Credential Code Table Selection options: Major/Minor Table College Table Certification Type Table Specialty Area Table Teaching Specialty Table Service Record Notes Table **All Account Code Tables** - prints all the Account Codes tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.