



**collegecode**



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# College Code - HRS2200


## 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
<b>College Code</b>	Type the code that represents the college or university for the record being added. The code is limited to six characters.
<b>College State</b>	Click  to select the state, or type the two-character state abbreviation.
<b>College Name</b>	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:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	<a href="#">Print the code table data.</a> Click to print code table data. The following Credential Code Table options are displayed: <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Code Tables</b> - 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  <b>All Account Code Tables</b> - prints all the Account Codes tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab. <a href="#">Review the report.</a>

**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**.



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