



File Name	Education.doc
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Status	FINAL

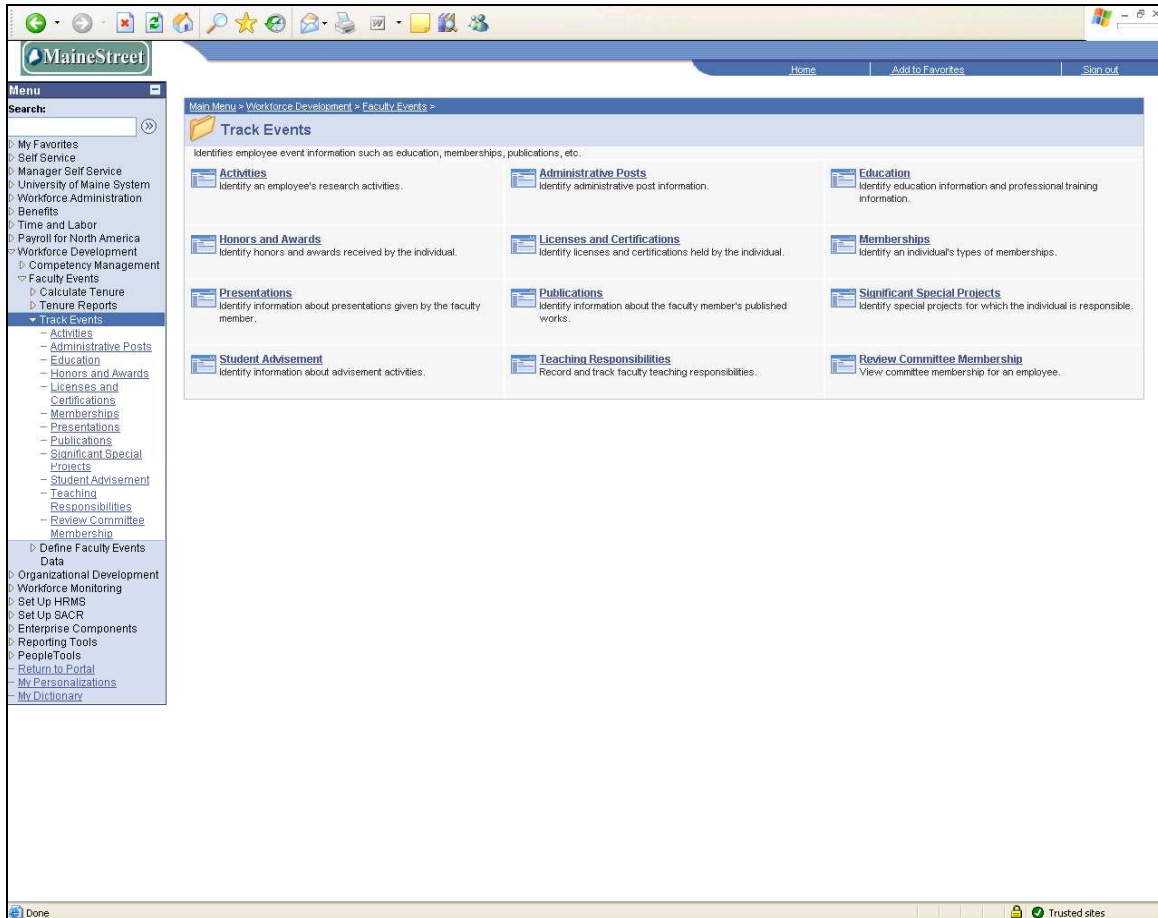
Education

Concept

Description: Use the Education page group to record information about an employee's educational background and to track an employee's professional education and training.

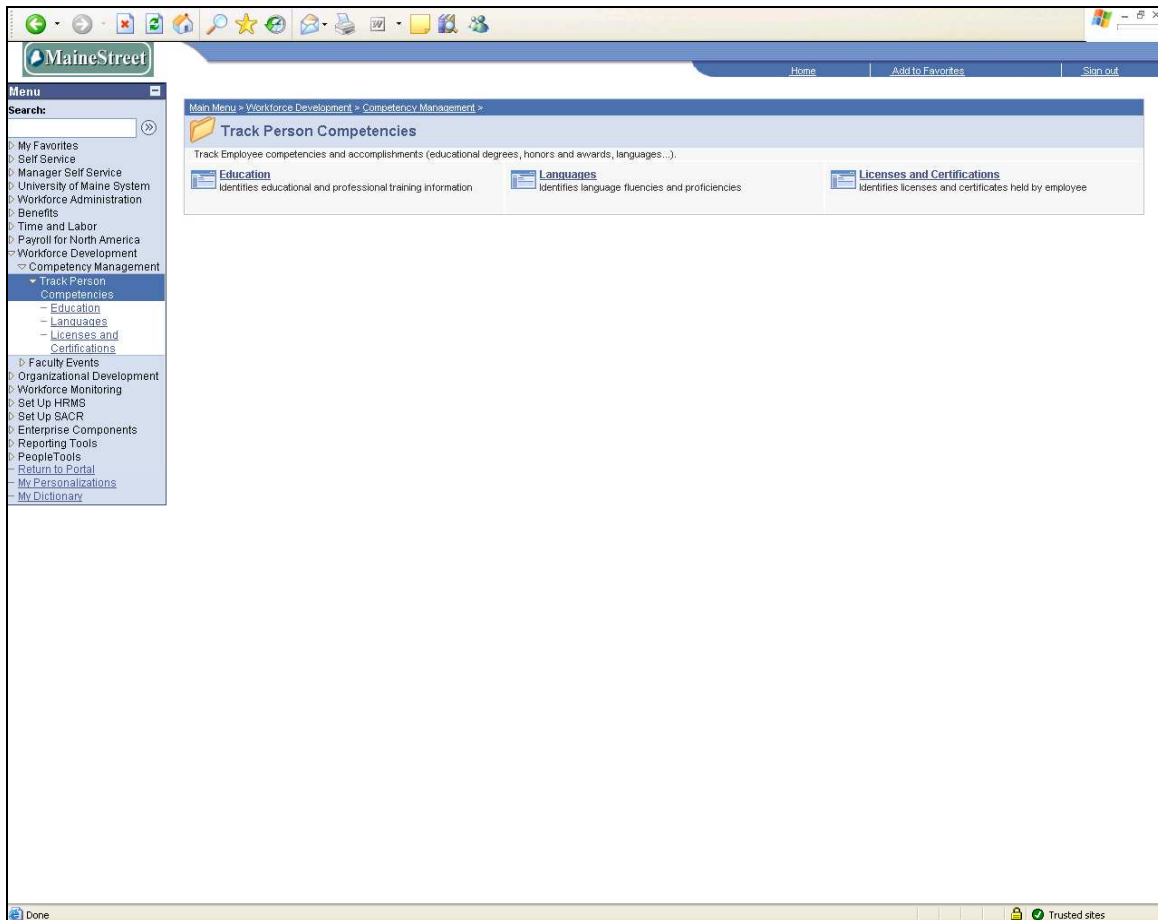
There are two navigation paths to enter education data. Either one will take you to the same panels to enter data.

Navigation Path #1:



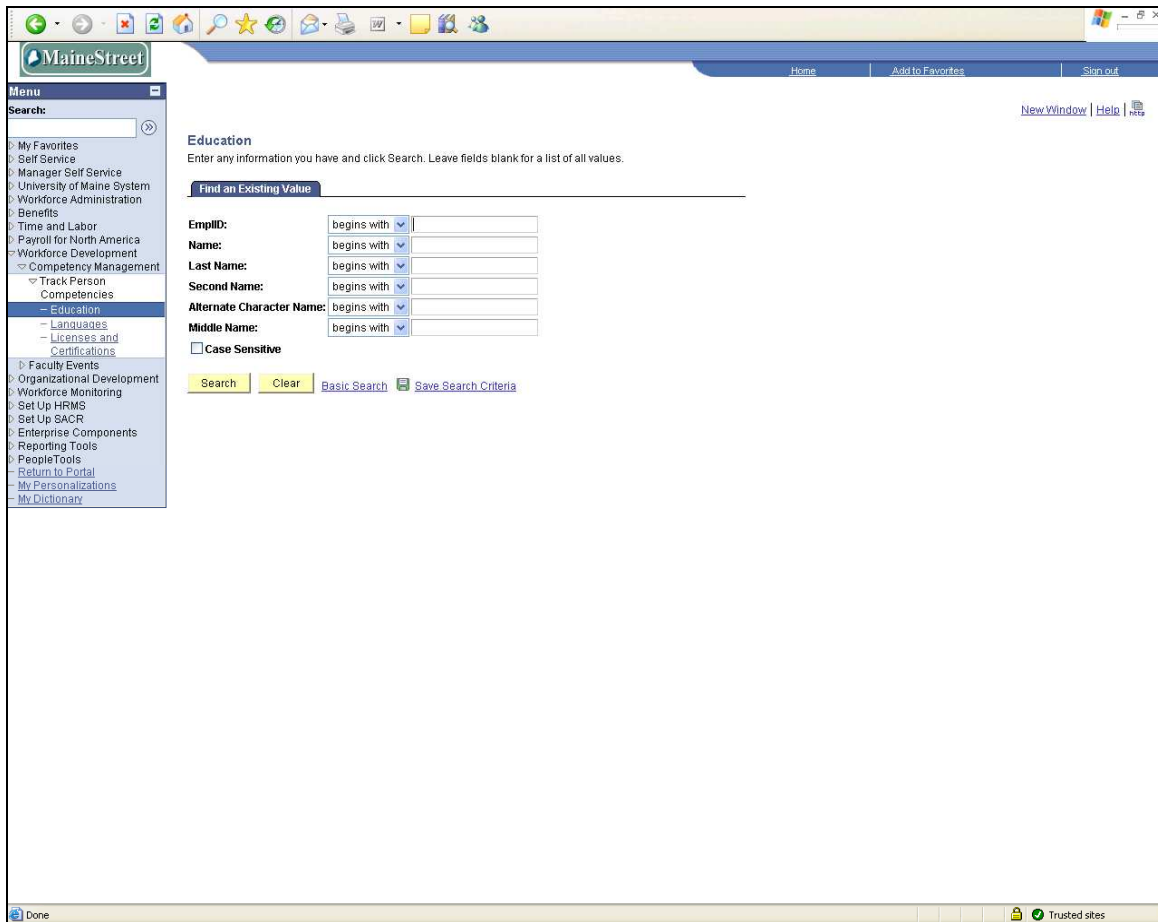
- | Step | Action |
|------|--|
| 1. | Click the Workforce Development link. |
| 2. | Click the Faculty Events link. |
| 3. | Click the Track Events link. |
| 4. | Click the Education link. |

Navigation Path #2:



- | Step | Action |
|------|--|
| 5. | Click the Workforce Development link. |
| 6. | Click the Competency Management link. |
| 7. | Click the Track Person Competencies link. |
| 8. | Click the Education link. |

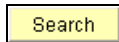
Procedure:



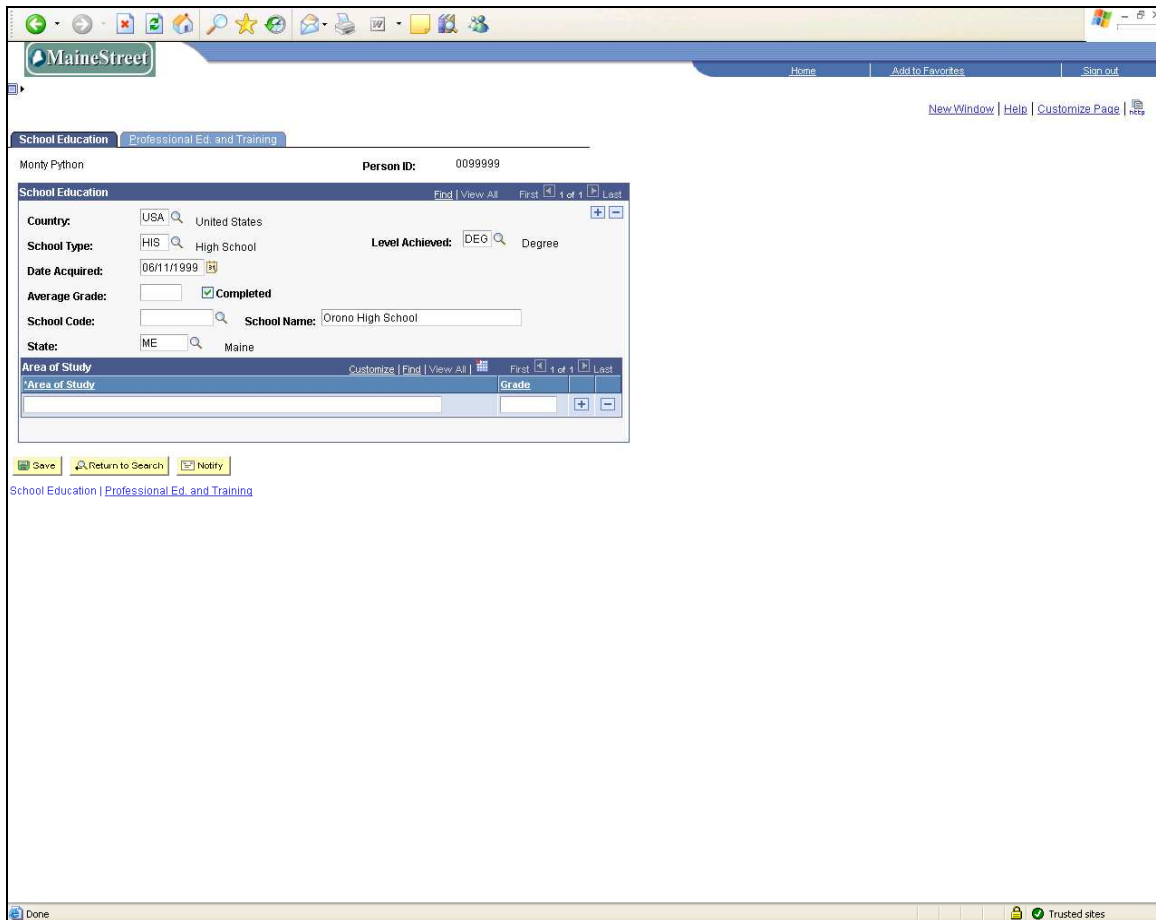
Step	Action
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9.	To Search for an existing employee record, enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
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10.	Click the Search button.
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If multiple employee records are listed, click on the appropriate employee record to continue.



[MaineStreet](#) Home Add to Favorites Sign out
[New Window](#) | [Help](#) | [Customize Page](#)

School Education Professional Ed. and Training
 Morty Python **Person ID:** 0099999

School Education Find | View All First 1 of 1 Last
 Country: USA United States
 School Type: HIS High School **Level Achieved:** DEG Degree
 Date Acquired: 06/11/1999
 Average Grade: Completed
 School Code: School Name: Orono High School
 State: ME Maine

Area of Study Customize | Find | View All First 1 of 1 Last

Area of Study	Grade

[Save](#) [Return to Search](#) [Notify](#)
[School Education](#) | [Professional Ed. and Training](#)

Step	Action
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- | | |
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| 11. | Country defaults to USA, change if applicable.

Click the Look up School Type button. |
| 12. | Click an entry in the Description column. |
| 13. | Click the Look up Level Achieved button. |
| 14. | Click an entry in the Description column. |
| 15. | Enter the appropriate date in the Date Acquired field. |
| 16. | Click the Completed option. |
| 17. | Enter the desired information into the School Name field. |
| 18. | Click the Look up State button. |
| 19. | Click an entry in the Description column. |
| 20. | Click the Professional Ed. and Training tab. |

Process Document

HRMS: Education



Step	Action
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| 21. | Click the Look up Country button. |
| 22. | Click an entry in the Description column. |
| 23. | Click the Look up Degree button. |
| 24. | Click an entry in the Description column. |
| 25. | Click the Terminal Degree option. |

NOTE: This box should only be checked if the employee has earned the highest degree in their field of study.

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| 26. | Enter the desired information into the Date Acquired field. |
| 27. | Click the Graduated option. |

NOTE: Check this box only if employee has graduated.

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| 28. | Enter the desired information into the Major field. |
| 29. | Enter the desired information into the School field. |

Step	Action
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30. Click the **Look up Province** button.

NOTE: This field will indicate state, province, etc. as determined by the country selected.

31. Click an entry in the **Description** column.

32. Click the **Save** button.



Additional Information:

1. To add additional degrees or education data, click on the Plus (+) key and follow the procedure.
2. Review employee's **prefix** in Personal Information record. Refer to *Name Change* process to update prefix. Example: change prefix to Dr. when employee completes doctorate degree.
3. Change **Highest Education Level** field in Biographical Details page in Personal Information. Refer to the *Personal Data Change* process to update Highest Education Level field.