

Education Data

Revised April 2012

For report purposes, Education information needs to be maintained in HRIS (Human Resource Information System) for all non-student employees. The Education page should include all degrees earned by the employee; however, if only the highest degree is available that is acceptable. Those responsible for personnel transactions/data within each department have access to the Person Profiles - Education page and need to maintain this information for department personnel.

Note: Employees no longer have access via Employee Self Service to update education/degree information.

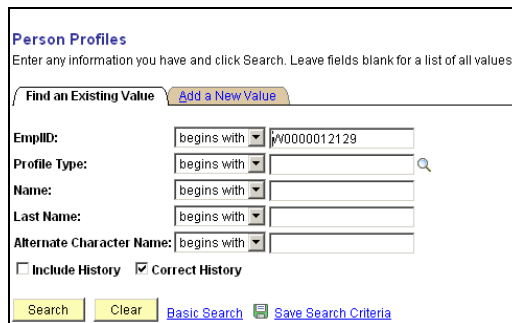
The Division of Human Resources, Payroll and Employee Data staff is responsible for entering this information for NEW employees; department personnel are responsible for keeping this information up-to-date.

To update professional education/degree, follow these steps:

1) Access the Education search page:

[Workforce Development](#) > [Profile Management](#) > [Profiles](#) > [Person Profiles](#)

When the search page appears, enter search information.



After search, if **“No matching values were found”** ... select the **Add a New Value Tab.**
Profile ID: NEW will display ... click on **Add.**



Person Profile page will appear.

2) Click on Education Link

The screenshot shows the 'Person Profile' page for Alma Deutsch (EmpID: W0000012129). The profile is active as of 03/29/2008. At the bottom of the page, there is a navigation bar with several links: Competencies, Responsibilities, Qualifications, Education, NVQ, Projects, and Worn Rank. The 'Education' link is highlighted with a black box, and a black arrow points from the top of the page down to it.

3) To add a degree, select Add New Degrees link

To update an existing degree, select the appropriate Degree link (i.e., Bachelor or Science, Etc.)

This screenshot shows the 'Education' section of the profile. It contains three expandable sections: 'School Education (Approval Not Required)', 'Degrees (Approval Not Required)', and 'Areas of Study (Approval Not Required)'. The 'Degrees' section is expanded, showing a table with one entry: ID 'BS' and Degree 'Bachelor of Science'. The 'Bachelor of Science' link is highlighted with a black box, and a black arrow points from the top of the page down to it. Below the table are links for 'Add New School Education', 'Add New Degrees', and a trash icon.

ID	Degree
BS	Bachelor of Science

- 4) When the details page appears, update the following five (5) fields:

Degree - Date Acquired – School Description - Graduated – Year Acquired

List of degree codes and descriptions:
<http://www.k-state.edu/hr/hris/hris-tables.html>

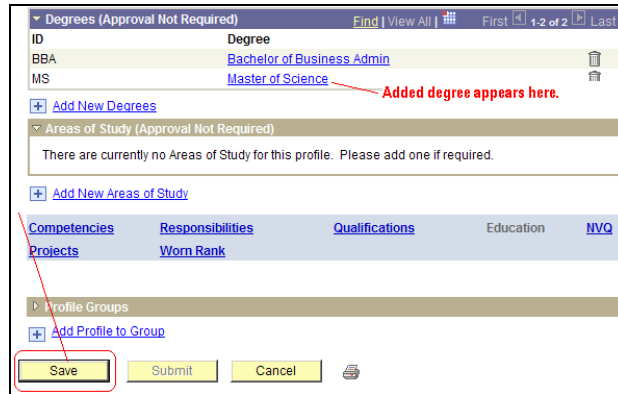
The screenshot shows a 'Details' form with the following fields and values:

- *Degree: BS (Bachelor of Science)
- Major Code: [Empty]
- *Date Acquired: 05/12/2012
- *Status: Active
- Country: [Empty]
- State: [Empty]
- School Code: [Empty]
- School Description: Kansas State University
- Major Description: [Empty]
- Minor Code: [Empty]
- Minor Description: [Empty]
- Average Grade: [Empty]
- GPA: [Empty]
- Graduated:
- Year Acquired: 2012
- Terminal Degree for Discipline:
- Educator: [Empty]

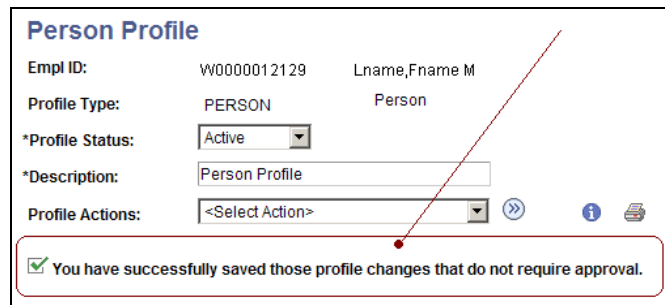
See page 5 for field descriptions/details.

- 5) Carefully check data entry ... Select OK.

6) Degree will appear in the Degree area ... Select **“Save.”**



After adding a degree, the following statement will appear:



Field Descriptions:

Degree: Select the appropriate degree from the list or type appropriate code in the edit box. List of degree codes and descriptions: <http://www.k-state.edu/hr/hris/hris-tables.html>

Date Acquired: (MM/DD/YYYY format) The date degree was acquired. Also, the option exists to enter anticipated or expected degree information ... this is NOT required ... only an option.

Graduated: If the employee has completed the degree, turn "ON" the check box. If the employee has not completed the degree, leave the check box blank ... off.

Year Acquired: Indicate education major ... type in mixed case (i.e., Accounting, Business Administration, English, Geography, Mechanical Engineering, Animal Science, Psychology, Social Science, etc.)

School Description: Indicate school ... type in mixed case (i.e., Indiana University, Kansas State University, Oklahoma State University, Texas AM, University of Kansas, etc.)

The system will automatically list degrees in alphabetical order after saving and exiting the page.