

Education Data

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 may 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, are 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 (i.e., EmplID, Name or Last Name).

The screenshot shows the 'Person Profiles' search page. At the top, it says 'Person Profiles' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search criteria are as follows:

EmplID:	begins with	/W0000012129
Profile Type:	begins with	
Name:	begins with	
Last Name:	begins with	
Alternate Character Name:	begins with	

Below the search criteria are two checkboxes: 'Include History' (unchecked) and 'Correct History' (checked). At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Person Profile page will appear.

2) Click on Education Link

The screenshot shows the 'Person Profile' page for user W0000012129 (Deutsch,Alma). 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 red box and a red arrow pointing to it from the text above.

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.)

The screenshot shows the 'Education' details page. It features a navigation bar at the top with links for Competencies, Responsibilities, Qualifications, Education, and NVQ. Below this, there are three sections: 'School Education (Approval Not Required)', 'Degrees (Approval Not Required)', and 'Areas of Study (Approval Not Required)'. The 'Degrees' section contains a table with one entry: a Bachelor of Science degree with ID 'BS'. The 'Add New Degrees' link is highlighted with a red box and a red arrow pointing to it from the text above. The 'Bachelor of Science' link in the table is also highlighted with a red box and a red arrow pointing to it from the text above.

ID	Degree
BS	Bachelor of Science

4) When the details page appears, update the following five

(5) fields:

Degree - Date Acquired - Graduated (Y/N) - Major - School

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

Details		Find View All First
1	*Degree:	BSN Bachelor of Science - Nursing
	Content Type:	DEG Degrees
2	*Date Acquired:	09/26/2008
	*Status:	Active
	Country:	
	State:	
	Major Code:	
	School Code:	
		<input type="checkbox"/> Minority Institution
	Minor:	
	Average Grade:	
3		<input checked="" type="checkbox"/> Graduated
		<input type="checkbox"/> Terminal Degree for Discipline
4	Major:	Nursing
5	School:	Kansas State University

See page 5 for field descriptions/details.

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

After adding a degree, the following star and link will appear.

The screenshot shows a form with the following fields: Status Date (MM/DD/YYYY), *Description (Lname.Fname M), Comments, Profile Actions (Select Action... Go), and a success message: "You have successfully saved profile items. Use profile action View Saved Items to view them." Below the message, a star icon and the text "2 item(s) saved" are highlighted with a red box. A navigation menu includes links for Competencies, Responsibilities, Qualifications, Education, NVQ, Projects, and Work Rank.

6) Select the "Submit" button at the bottom of the page to add the degree.

The screenshot shows a 'Profile Groups' section with a '+ Add Profile to Group' link. Below this are three buttons: 'Save', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box.

7) A Summary of Changes will appear. If information is correct, select the "Submit" button. If information is not correct, select the "Cancel" button.

The screenshot shows a 'Person Profile' page with a 'Summary of Changes' section. The user's name is 'Lname,Fname M'. A message states: "This page shows a summary of all the changes that you made. For items requiring approval, enter comments for the approver." The profile type is 'Person'. A table titled 'Changed Degrees (Approval Not Required)' contains the following data:

Disposition	Degree	ID
Change	Bachelor of Business Admin	BBA
Add	Master of Science	MS

Below the table are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red box.

8) Degree will appear in the Degree area ... Select "Save."

The screenshot shows a web application interface with the following elements:

- Degrees (Approval Not Required)**: A table with columns 'ID' and 'Degree'. It contains two rows: 'BBA' with 'Bachelor of Business Admin' and 'MS' with 'Master of Science'. A red arrow points to the 'MS' row with the text 'Added degree appears here.'
- Buttons**: '+ Add New Degrees' and '+ Add New Areas of Study'.
- Message**: 'There are currently no Areas of Study for this profile. Please add one if required.'
- Navigation Links**: 'Competencies', 'Responsibilities', 'Qualifications', 'Education', 'NVO', 'Projects', 'Worn Rank'.
- Profile Groups**: A section with a '+ Add Profile to Group' button.
- Form Buttons**: 'Save', 'Submit', 'Cancel', and a printer icon. The 'Save' button is circled in red.

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.

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

School: 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.