



ENTER VERIFIED EDUCATION

JOB AID PER-11 | TRANSACTION PA30 | IT0022



The purpose of this job aid is to explain how to update the Education infotype (0022) to reflect that the education has been verified and is no longer in pending status.

As a reminder, when an employee is hired, information on the Education infotype (0022) is entered to indicate that the education information is in **pending** status. The graphic below illustrates how infotype 0022 appears when the data is entered during the new hire process. The dates in the *Start* and *to* fields and the Institute/location field were entered based on the employee's records. The *Verified* field indicates that the verification of the information (a Bachelor's Degree in this example) is pending.

Display Education (0022)

Personnel No:	70173896	Name	GRAIG ALGED
EEGroup	0	Supplemental Staff	PersA 1501 Transportation
EESubgroup	68	Temp FT S-FLSAOT	Statu Active
Start	08/23/1995	to	05/12/1999
		Chng	02/12/2008 ANGELAAPPLE

Educational est.	06	BAC DEG
Institute/location	Duke University	
Verified	09	Pending Verification

After receiving verification from the school, change the date fields and the Verified field as outlined in the steps below.

1. Double-click **PA 30** - Maintain HR Master Data from your Favorites folder or type PA30 in the Command field. The *Maintain HR Master Data* screen displays.

Maintain HR Master Data

Personnel no. 70173896

Name GRAIG RANDAL ALGED

EEGroup 0 Supplemental Staff PersA 1501 Transportation

EESubgroup 68 Temp FT S-FLSAOT CostC 0000150267 4 /2 Wilson Mnt

Basic Personal Data Payroll Benefits Time Addtl. Personal Data

Infotype text E

Actions ✓

Organizational Assignment ✓

Personal Data ✓

Addresses ✓

Planned Working Time ✓

Basic Pay ✓

Family Member/Dependents

I-9 Residence Status ✓

Additional Personal Data ✓

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Education Sty 06 BAC DEG

2. Enter the **personnel number** or use the matchcode in the Personnel no. field to search for the employee's number.
3. In the Infotype field (the white space at the bottom of the screen), enter **0022** (Education).
4. Enter the **subtype** in the Sty field or use the matchcode to select the appropriate verified education from the drop-down menu. In the illustration above, subtype **06** (Bac Deg) was selected.
5. Click the **Enter**  button. The numerical codes are changed to the appropriate wording for the selections you have entered.
6. Select the **Copy**  button. The Copy Education screen displays.

Display Education (0022)					
Personnel No	70173896	Name	GRAIG RANDAL ALGEO		
EEGroup	0	Supplemental Staff	PersA	1501	Transportation
EESubgroup	68	Temp FT S-FLSAOT	Statu	Active	
Start	02/12/2008	to	12/31/9999	Chng	02/12/2008 ANGELAAPPLE
Educational est.	06	BAC DEG			
Institute/location	Duke University				
Verified	06	BAC DEG			

Observe that the screen shows the data that was entered when the employee was hired.

7. In the **Start** date field, change the **date** to reflect the date you received the verification.
8. In the **to** date field change the date to **12/31/9999**.
9. Change the **Verified** field to the appropriate education. Enter the code in the Verified field or use the matchcode to select from the drop-down menu.
10. Click the **Enter**  button (or press the Enter key) to validate the information.
11. Click the **Save (Ctrl+S)**  button.

NOTE: The graphic above shows a completed Education infotype for a verified Bachelor's Degree at Duke University.

PROCESS NOTE: Remember to delimit the IT0019-Monitoring of Tasks reminder for education verification.