

LaGov HCM Paid and Non-Paid Agencies are required to maintain the Education Infotype (IT0022) on both their current classified workforce and all new classified hires. The instructions to create this record for an existing or new Classified employee can be found below.

- 1. Using PA30, enter the employee's personnel number.
- 2. In the "Direct Selection" section, enter "22" in the Infotype Box and validate the record to prompt the information to populate.
- 3. Ensure that no existing Education Infotype entry exists by selecting the "Overview" button. If there is an existing record, verify for accuracy. If the system message indicates no record exists, continue to Step 4.
- 4. In the "Period" section, enter the start date of the record in the "From" box. This start date reflects the entry date of the record not necessarily the date that the degree/certification was earned. Enter "12/31/9999" in the "To" box.
  - <u>NOTE</u>: Should an employee attain a higher degree level over the course of employment, this new degree would be considered the "new" highest level achieved. Use the same steps to maintain this information. This infotype allows for multiple active records.
- 5. Click the "Create" button. A selection menu will appear as pictured below.

Derroppel No. Dr		PA
Personner No. Pe	ers.Assyn	
EE group A Full Time Salary Pe	ers.area 0560 CS-State CIVII Service	
EE subgroup 01 Class Ex Co	DST Center 5601010300 SCS-INFORMAT	
Paris Personal Data Davrall Data	Davrall Supplements	
Dasic Personal Data Payroli Data		
Infotype Text	S Period	🕞 Subtypes for infotype "Education" (1) 10 Entries found 🛛 🖂
Actions	🖌 🖻 🖉 Period	Restrictions
Organizational Assignment	✔ From 07/01/2021 To 12/31/9999	9
Basic Pay	🗸 🗖 🔿 Today 🔷 Curr.week	✓ X H H X 10 D
Residence Status	✓ O All O Current month	EE Educ. est. text
Additional Personal Data	✓ ○ From curr.date ○ Last week	02 Lower/Middle School
Personal Data	✓ O To Current Date O Last month	03 High School
Addresses	✓ ○ Current Period ○ Current Year	04 Bus School/Tech Coll
Family Member/Dependents	Choose	05 Paralgl/Lgl Asst Sch
Leave Entitlement		06 Community/Jr Coll
		07 CS approved DP prog
Direct selection		09 University/College
Infotyne Education	STV	10 Certification
Lucation		11 Service
		10 Entries found

- 6. Select the option which corresponds with the employee's highest level of education achieved.
- 7. The Education Infotype will now be displayed. There are four fields, indicated below, that need to be populated in order to complete the record. Continue to Step #8.

Personnel No				Name	•		Status	Active	
EE group	A	A Full Time Salary F		Perso	nnel ar	0560	CS-Stat	e Civil Service	
EE subgroup	01	Class Ex	c						
Start	07,	/01/202	1 Oto	12/3	1/9999				
Educational est	t.		09 Ur	niversity/C	ollege				
Institute/locati	on		R						
Certificate		2							
Duration of cou	urse					ē			
Branch of Stud	ly 1	3	R						
Branch of Stud	ly 2								
Additional fields	/								
Begin Period									
End Period									
Specialized Cou	irse	Work				Ē			
Institution Loca	atior	n-State	4			ē			
Certification Nu	ımb	er							
Location of Sei	rvice	9							

Section 1 – "Institute/Location" Field: This is a free-text field where the name of the educational institution is entered. This is not a SCS data requirement but is needed to save the record in the LaGov HCM system. Please enter the <u>full</u> name of the institution (i.e. Nicholls State University not NSU).

Personnel No					Name			Status		Active	
EE group	A	Full Tim	e Sa	lary	Persor	nnel ar	0560	CS-S	tate	Civil Servi	ce
EE subgroup	01 (	Class Ex	:								
Start	07/	01/202	1	to	12/31	/9999					
Educational est	t.		09	Unive	ersity/Co	ollege					
Institute/locati	on		NICH	IOLLS S	STATE	UNIVERS	SITY				
Certificate											
Duration of co	urse						Ē				
Branch of Stud	ly 1		ß								
Branch of Stud	ly 2										
Additional fields											
Begin Period											
End Period											
Specialized Cou	irse \	Nork					Ē				
Institution Loc	ation	-State		5	2		Ē				
Certification Nu	ımbe	r									
Location of Se	rvice										

9. <u>Section 2 – "Certificate" Field</u>: Depending on the highest level of education selected in the initial screen (college, high school, etc.), this menu will display the options available. Select the correct certificate level awarded.

Personnel No				Na	me				Status	Active			
EE group	A Ful	Time	e Salar	Salary Personnel ar 0560 CS-State Civil Service									
EE subgroup	01 Clas	ss Ex											
Start	07/01	/202	1 to	12	/31/999	9							
								œ١	Restrict Va	lue Rang	ie (1	.) 16 Entries found	
Educational es	t.	(	09	University	/College				Restrictio	ons			
Institute/locat	ion	1	лісно	LLS STA		ERSIT	Y					V	
Certificate								<b>V</b>	🛛 🖾	🔀   🐱	16		
Duration of co	urse						Ē	EE	Educ. est	t. text	С	Certificate text	
Branch of Stud	dy 1	[	3					09	University	/College	01	Info Not Provided	
Branch of Stud	dy 2							09	University	/College	02	Specialized Coursework	
	·							09	University	/College	04	3-14 sem hrs-gen	
								09	University	/College	05	15-29 sem hrs-gen	
Additional fields	- /							09	University	/College	06	30-44 sem hrs-gen	
Additional fields	2							09	University	/College	07	45-59 sem hrs-gen	
Begin Period								09	University	/College	08	60-74 sem hrs-gen	
End Period								09	University	/College	09	75-89 sem hrs-gen	
Specialized Co	urse Wo	rk					Ē	09	University	/College	10	90-120 sem hrs-gen	
Institution Loc	ation-St	ate					Ē	09	University	/College	13	Associate Degree	
Certification N	umber							09	University	/College	15	Bachelor's Degree	
Location of So	nvice							09	University	/College	17	Master's Degree	
Location of Se	IVICE							09	University	/College	19	Master's in Ed + 30	
								09	University	/College	28	J.D.	
								09	University	College	30	Doctorate	
								09	University	College	32	M.D.	
								1	6 Entries 1	found			

10. Section 3 – "Branch of Study 1" Field: Choose the major field of study for the certificate indicated in the prior step. This is the concentration of the degree (not the minor field of study). If the major field of study is not present and there is no available option that would accurately portray this information, choose the "00124 – Other" option.

Personnel No				1	Name		Status	Active						
EE group	A Fu	ll Time	e Salary	y Personnel ar 0560			🖻 Branch of study (1) 209 Entries found 🛛 🛛 🖂							
EE subgroup	01 Cla	ass Ex					R	Restrictions						
Start	07/01	/202	l to	1	12/31/9999									
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Educational est		(	09 1	Jnivers	sity/College		EE Edu	IC. est. text	BrStu	Text for branch of study				
Institute/locati	on		ЛСНО	ISST	ATE LINIVERSI	ту	09 Unk	/ersity/College	00053	Legal assistant-ABA app	H			
Cortificato	011		15					/ersity/College	00055	Liberal arts	H			
Certificate Duration of our			1.5			20		versity/College	00055					
Duration of Col	irse		_,				09 Uni	/ersity/College	00057	Marketing				
Branch of Stud	y 1	L	×				09 Uni	versity/College	00058	Mass communications				
Branch of Stud	y 2						09 Uni	versity/College	00059	Mathematics				
							09 Univ	versity/College	00060	Med lab technology				
							09 Univ	versity/College	00061	Microbiology				
Additional fields	/						09 Uni	versity/College	00062	Music therapy				
Begin Period							09 Univ	versity/College	00063	Natural sciences				
End Period							09 Univ	versity/College	00064	Nursing-licensed practical				
Specialized Cou	rse W	ork				Ē	09 Univ	versity/College	00065	Nursing-registered				
Institution Loca	ation-S	tate		м			09 Univ	versity/College	00066	Nutrition				
Contification Nu	mbar	cace		-		-	09 Univ	versity/College	00067	Occupational therapy				
							09 Univ	versity/College	00068	Paralegal studies-ABA app				
Location of Ser	vice						09 Univ	versity/College	00069	Pharmacy				
							09 Uni	versity/College	00070	Phlebotomy				
							09 Univ	versity/College	00071	Physical therapy				
							09 Univ	versity/College	00072	Physics	F			
								oreth (College						
							200 5	intrios found			- /			
							209 E	inches round			_////			

11. Section 4 – "Institution Location-State" Field: Choose the state in which the educational institution of the certificate is located. Choose "Other" for all Foreign University entries. For degrees earned from online programs, please select the state in which the university maintains its physical presence.

Personnel No				Name			Status	Active	
FE group	A Full Tip	ne Salar	v	Personnel	ar	0560	. (5-5	tate Civil Ser	vice
EE subaroup	01 Class F	v v		1 croomicro			000		
Start	07/01/202	~ 21 t	0	12/31/99	99				
Start	01,01,10			12, 01, 00					
Educational est	t.	09	Unive	rsity/College	9				
Institute/locati	on	NICHO	LLS S	TATE UNIV	ERSI	ТҮ			
Certificate		15							
Duration of co	urse								
Branch of Stud	ly 1	58							
Branch of Stud	y 2								
Additional fields	/								
Begin Period									
End Period									
Specialized Cou	irse Work					Ē			
Institution Loc	ation-State		L	ouisiana		Ē			
Certification Nu	ımber								
Location of Se	rvice								

12. After selections are made for these four fields, validate the record. The infotype will appear with the required information populated.

Personnel No				Name			Status	Active	
EE group	A Full Tip	no Sala	n/	Dorsonnol :	ər	0560	CC_Stol	to Civil Sonvice	<b>`</b>
EE gibup			n y	Personnera	a1	0000	05-508		5
Stort	07/01/20	21 🕞	to	12/31/00	00				
Start	07701720.		10	12/ 51/ 99:					
Educational ed	+	09	Unive	rsity/College					
Institute/locati	ion	NICH			EDCIT	~~			
Contificatio	IOT	15	DLLS S	alar's Dear	EKSII	T			
Certificate		15	Bach	leiors Degre	ee	<b>2</b> 1			
Duration of col	urse								
Branch of Stud	iy 1	58	M	ass commur	nicatio	ns			
Branch of Stud	ly 2								
Additional fields									
Begin Period									
End Period									
Specialized Cou	urse Work					Ē			
Institution Loc	ation-State		Lo	ouisiana		Ē			
Certification Nu	umber								
Location of Se	rvice								

13. Verify that the information entered matches the information for the employee. Once verified, save the record.