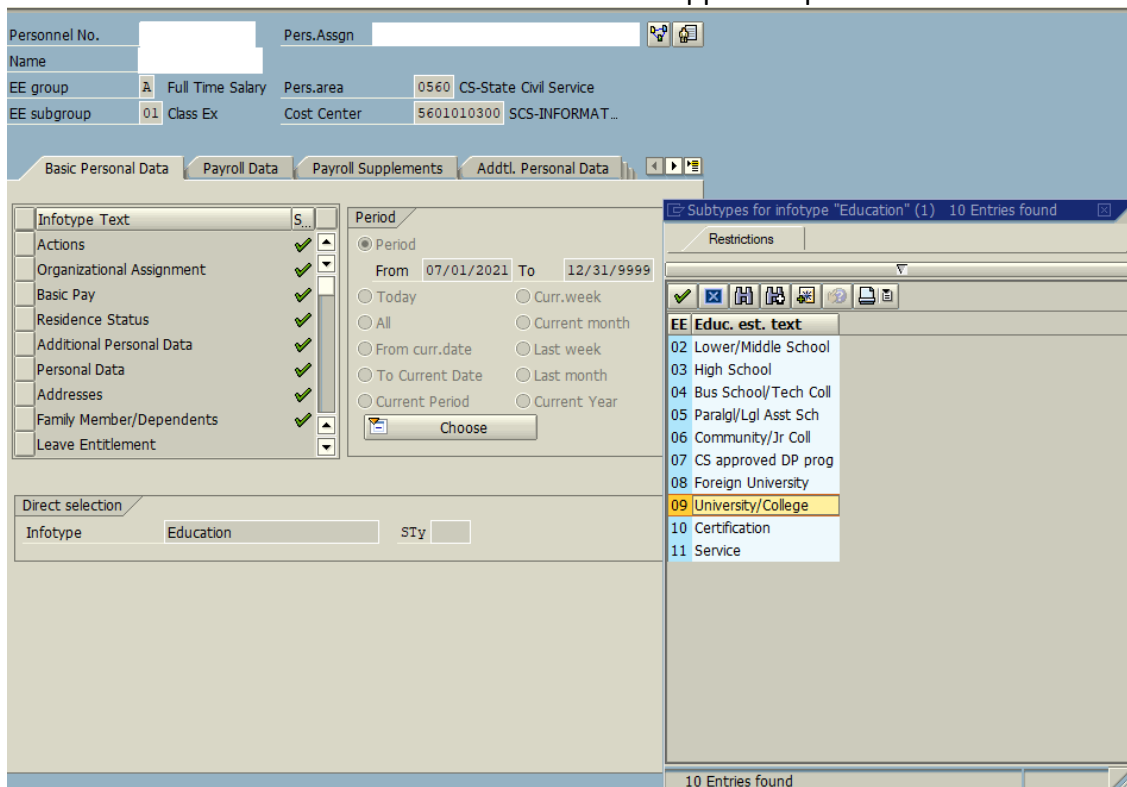




LaGov HCM Paid and Non-Paid Agencies are required to maintain the Education Infotype (IT0022) on both their current classified workforce and all new classified hires. The instructions to create this record for an existing or new Classified employee can be found below.

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.
 - **NOTE:** 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.



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	<input type="text"/>	Name	<input type="text"/>	Status	Active
EE group	A Full Time Salary	Personnel ar	0560	CS-State Civil Service	
EE subgroup	01 Class Ex				
Start	07/01/2021	to	12/31/9999		

Educational est.	09	University/College
Institute/location	1 <input checked="" type="checkbox"/>	<input type="text"/>
Certificate	2 <input type="checkbox"/>	<input type="text"/>
Duration of course	<input type="text"/>	<input type="text"/>
Branch of Study 1	3 <input checked="" type="checkbox"/>	<input type="text"/>
Branch of Study 2	<input type="checkbox"/>	<input type="text"/>

Additional fields	
Begin Period	<input type="text"/>
End Period	<input type="text"/>
Specialized Course Work	<input type="text"/>
Institution Location-State	4 <input checked="" type="checkbox"/> <input type="text"/>
Certification Number	<input type="text"/>
Location of Service	<input type="text"/>

8. 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 **full** name of the institution (i.e. Nicholls State University not NSU).

Personnel No	<input type="text"/>	Name	<input type="text"/>	Status	Active
EE group	A Full Time Salary	Personnel ar	0560	CS-State Civil Service	
EE subgroup	01 Class Ex				
Start	07/01/2021	to	12/31/9999		

Educational est.	09	University/College
Institute/location	NICHOLLS STATE UNIVERSITY	
Certificate	<input type="text"/>	
Duration of course	<input type="text"/>	<input type="text"/>
Branch of Study 1	<input checked="" type="checkbox"/>	
Branch of Study 2	<input type="checkbox"/>	

Additional fields		
Begin Period	<input type="text"/>	
End Period	<input type="text"/>	
Specialized Course Work	<input type="text"/>	<input type="text"/>
Institution Location-State	<input checked="" type="checkbox"/>	<input type="text"/>
Certification Number	<input type="text"/>	
Location of Service	<input type="text"/>	

9. Section 2 – “Certificate” Field: 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 Name Status Active

EE group A Full Time Salary Personnel ar 0560 CS-State Civil Service

EE subgroup 01 Class Ex

Start 07/01/2021 to 12/31/9999

Educational est. 09 University/College

Institute/location NICHOLLS STATE UNIVERSITY

Certificate

Duration of course

Branch of Study 1

Branch of Study 2

Additional fields

Begin Period

End Period

Specialized Course Work

Institution Location-State

Certification Number

Location of Service

Restrict Value Range (1) 16 Entries found

Restrictions

EE	Educ. est. text	C	Certificate text
09	University/College	01	Info Not Provided
09	University/College	02	Specialized Coursework
09	University/College	04	3-14 sem hrs-gen
09	University/College	05	15-29 sem hrs-gen
09	University/College	06	30-44 sem hrs-gen
09	University/College	07	45-59 sem hrs-gen
09	University/College	08	60-74 sem hrs-gen
09	University/College	09	75-89 sem hrs-gen
09	University/College	10	90-120 sem hrs-gen
09	University/College	13	Associate Degree
09	University/College	15	Bachelor's Degree
09	University/College	17	Master's Degree
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.

16 Entries 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		Name		Status	Active
EE group	A Full Time Salary	Personnel ar	0560		
EE subgroup	01 Class Ex				
Start	07/01/2021	to	12/31/9999		
Educational est.	09	University/College			
Institute/location	NICHOLLS STATE UNIVERSITY				
Certificate	15				
Duration of course					
Branch of Study 1	<input checked="" type="checkbox"/>				
Branch of Study 2	<input type="checkbox"/>				
Additional fields					
Begin Period					
End Period					
Specialized Course Work					
Institution Location-State	<input checked="" type="checkbox"/>				
Certification Number					
Location of Service					

EE	Educ. est. text	BrStu	Text for branch of study
09	University/College	00053	Legal assistant-ABA app
09	University/College	00054	Liberal arts
09	University/College	00055	Library science
09	University/College	00056	Marine biology
09	University/College	00057	Marketing
09	University/College	00058	Mass communications
09	University/College	00059	Mathematics
09	University/College	00060	Med lab technology
09	University/College	00061	Microbiology
09	University/College	00062	Music therapy
09	University/College	00063	Natural sciences
09	University/College	00064	Nursing-licensed practical
09	University/College	00065	Nursing-registered
09	University/College	00066	Nutrition
09	University/College	00067	Occupational therapy
09	University/College	00068	Paralegal studies-ABA app
09	University/College	00069	Pharmacy
09	University/College	00070	Phlebotomy
09	University/College	00071	Physical therapy
09	University/College	00072	Physics
09	University/College	00073	Phat sciences

209 Entries found

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	<input type="text"/>	Name	<input type="text"/>	Status	Active
EE group	A Full Time Salary	Personnel ar	0560	CS-State Civil Service	
EE subgroup	01 Class Ex				
Start	07/01/2021	to	12/31/9999		

Educational est.	09	University/College
Institute/location	NICHOLLS STATE UNIVERSITY	
Certificate	15	
Duration of course	<input type="text"/>	<input type="text"/>
Branch of Study 1	58	
Branch of Study 2	<input type="text"/>	

Additional fields		
Begin Period	<input type="text"/>	
End Period	<input type="text"/>	
Specialized Course Work	<input type="text"/>	<input type="text"/>
Institution Location-State	Louisiana	<input type="text"/>
Certification Number	<input type="text"/>	
Location of Service	<input type="text"/>	

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

Personnel No	<input type="text"/>	Name	<input type="text"/>	Status	Active
EE group	A Full Time Salary	Personnel ar	0560	CS-State Civil Service	
EE subgroup	01 Class Ex				
Start	07/01/2021	to	12/31/9999		

Educational est.	09	University/College
Institute/location	NICHOLLS STATE UNIVERSITY	
Certificate	15	Bachelor's Degree
Duration of course	<input type="text"/>	<input type="text"/>
Branch of Study 1	58	Mass communications
Branch of Study 2	<input type="text"/>	

Additional fields	
Begin Period	<input type="text"/>
End Period	<input type="text"/>
Specialized Course Work	<input type="text"/>
Institution Location-State	Louisiana
Certification Number	<input type="text"/>
Location of Service	<input type="text"/>

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