ENTER VERIFIED EDUCATION

JOB AID PER-11 | TRANSACTION PA30| IT0022

PA

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.

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.

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.

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.