

Office of the University Provost

Entering Educational Data in *PeopleSoft*



Educational Data: who's responsible?

College/Unit

- Year-to-year faculty
- Year-to-year APs

Provost Office

- Continuing-track APs
- Continuing-status APs
- Tenure-track faculty
- Tenured faculty
- Multi-years

Things you will need

- Access to *Person Profiles* screen in *PeopleSoft*
- The ASU ID # of the faculty member or academic professional
- The individual's official transcript
- The individual's curriculum vitae

Transcripts

- Use degree information from the official transcript for the individual's terminal degree

EXAMPLE: NOT AN ACTUAL STUDENT **Berea College**
Berea, Kentucky 40404

Record of: John Doe Date of Birth: 11-MAR-1991 Major: Communications Issued: 30-MAR-2011
100 Washington Ave. OFFICIAL
Lexington, KY 40503 Page: 1

Student Labor Transcript, Berea College

2008-2009 Academic Year

Department	Supervisor	Position	WLS Level	Hrs/Wk	Departmental Labor Evaluation
<u>FALL TERM</u>					
Information Systems and Services	William Cullen	Administrative Assistant	1	10	Meets Expectations
<u>SPRING TERM</u>					
Information Systems and Services	William Cullen	Administrative Assistant	1	10	Meets Expectations
<u>SUMMER TERM</u>					
Information Systems and Services	John Hastings	Help Desk Consultant I	2	40	Exceeds Expectations

2009-2010 Academic Year

Department	Supervisor	Position	WLS Level	Hrs/Wk	Departmental Labor Evaluation
<u>FALL TERM</u>					
Information Systems and Services	Jennifer Bullins	Help Desk Consultant II	3	10	Exceed Expectations
Computer Science	Bella Swan	Teaching Assistant	3	5	Meets Expectation
<u>SPRING TERM</u>					
Information Systems and Services	Jennifer Bullins	Help Desk Consultant III	4	10	Exceed Expectations
Computer Science	Bella Swan	Teaching Assistant	3	5	Meets Expectation
Distinctions: Microsoft Certification, Departmental Labor Award					
<u>SUMMER TERM</u>					
Information Systems and Services	Jennifer Bullins	Web Designer/Developer	4	40	Exceptional Performance

2010-2011 Academic Year

Department	Supervisor	Position	WLS Level	Hrs/Wk	Departmental Labor Evaluation
<u>FALL TERM</u>					
Information Systems and Services	Jennifer Bullins	Web Design Team Lead	5	10	Exceptional Performance
Computer Science	Richard Jones	Research Associate	4	5	Meets Expectation
<u>SPRING TERM</u>					
Information Systems and Services	Jennifer Bullins	Web Design Team Lead	5	10	Exceptional Performance
Computer Science	Richard Jones	Research Associate	4	5	Exceeds Expectation
Distinctions: Student Employee of the Year Award; 1 st Place Danforth Creative Effort Award,					

Office of the Registrar
Berea College
CPO 2168
Berea, KY 40404
859-985-3094

Signature Here
Wanda Burch, Registrar

This officially sealed and signed transcript is printed on blue SCRIP-SAFE* security paper. The official signature of the Registrar is printed in white. A raised seal is not required. Translucent globe icons must be visible from both sides when held toward a light source

Berea College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and a member of the Work Colleges Consortium.

CVs

- Get the remaining degree information from the CV you have on file

YOUR FULL NAME

Phone: (000) 000-0000
youremail@companysite.com

Mailing Address
City, ST 00000

EDUCATION

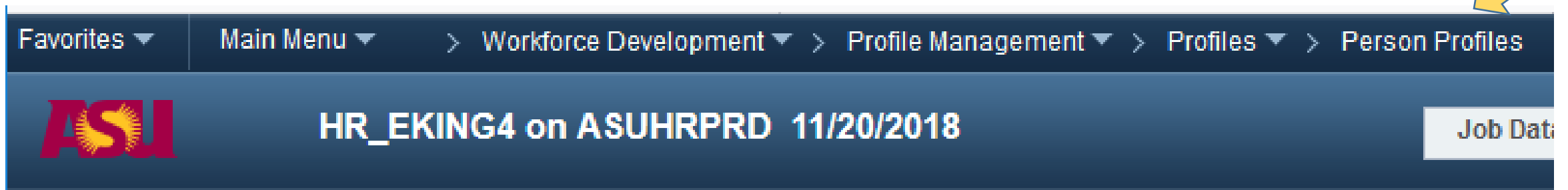
PhD	University Name, Electrical Engineering Dissertation: "Title" Committee: Name (chair), Name, Name	May 200X
MS	University Name, Electrical Engineering Thesis: "Title" Advisor: Name	May 200X
BS	University Name, Electrical Engineering Graduated Summa Cum Laude Minored in Mathematics	May 200X

HONORS AND AWARDS

Title of Award	2008
Title of Fellowship	2005

Person Profiles screen

- Go to Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles



Favorites > Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

ASU HR_EKING4 on ASUHRPRD 11/20/2018 Job Data

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Person Profiles screen, cont.

- Click on the Add a New Value tab

Favorites ▾ Main Menu ▾ > Workforce Development ▾ > Profile Management ▾ > Profiles ▾ > Person Profiles

ASU HR_EKING4 on ASUHRPRD 11/20/2018 Job Data

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ Search Criteria

Empl ID

Profile Type 🔍


Name

Last Name

Alternate Character Name

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Person Profiles
screen, cont.

- Then, click on the Add button

Favorites ▾ Main Menu ▾ > Workforce Development ▾ > Profile Manage

ASU HR_EKING4 on ASUHRPRD 11/20/2018

Person Profiles

Find an Existing Value Add a New Value

Profile ID NEW

Add

Find an Existing Value | Add a New Value

Empl ID field

- Enter the individual's ID #; their name will populate

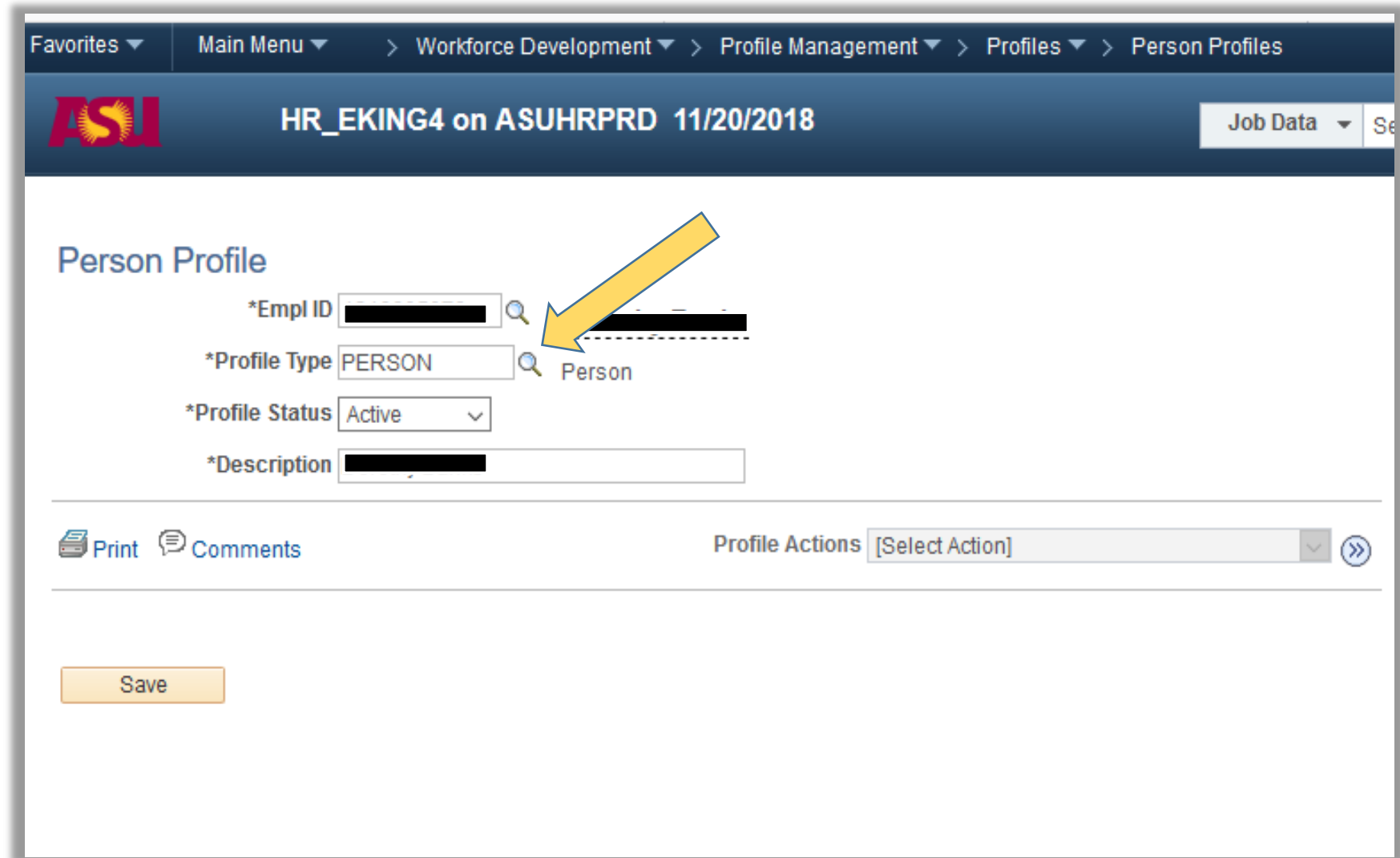
The screenshot shows the 'Person Profile' form in the ASU HR system. The breadcrumb navigation at the top reads: Favorites > Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles. The user is identified as HR_EKING4 on ASUHRPRD on 11/20/2018. The form fields are as follows:

- *Empl ID: [Redacted] (highlighted with a yellow arrow)
- *Profile Type: PERSON (with a search icon and 'Person' displayed)
- *Profile Status: Active (dropdown menu)
- *Description: [Redacted]

Below the form, there are 'Print' and 'Comments' icons, and a 'Profile Actions' dropdown menu with '[Select Action]' and a right arrow icon. A 'Save' button is located at the bottom left of the form area.

Profile Type field

- Enter the word “Person” in the *Profile Type* field.



Favorites ▾ Main Menu ▾ > Workforce Development ▾ > Profile Management ▾ > Profiles ▾ > Person Profiles

ASU HR_EKING4 on ASUHRPRD 11/20/2018 Job Data ▾ Se

Person Profile

*Empl ID

*Profile Type

*Profile Status

*Description

Profile Actions

Person Profile
screen, cont.

- Choose the *Education* tab

Favorites ▾ Main Menu ▾ > Workforce Development ▾ > Profile Management ▾ > Profiles ▾ > Person Profiles

ASU HR_EKING4 on ASUHRPRD 11/20/2018 Job Data ▾ Sea

Person Profile

Empl ID [REDACTED] [REDACTED]

Profile Type PERSON Person

*Profile Status Active ▾

*Description [REDACTED]

Print Comments Profile Actions [Select Action] ▾ >>

Competencies Qualifications Education

▼ **Competencies**

There are currently no Competencies for this profile. Please add one if required.

+ Add New Competencies

Save

Return to Search

Person Profile screen, cont.

- Click on
“+ Add New
Degrees”

Favorites ▾ Main Menu ▾ > Workforce Development ▾ > Profile Management ▾ > Profiles ▾ > Person Profiles

ASU HR_EKING4 on ASUHRPRD 11/20/2018 Job Data ▾ Search

Person Profile

Empl ID 1 [REDACTED] [REDACTED]

Profile Type PERSON Person

*Profile Status Active ▾

*Description [REDACTED]

Print Comments Profile Actions [Select Action] ▾ >>

Competencies Qualifications **Education**

▼ **School Education**

There are currently no School Education for this profile. Please add one if required.

▼ **Degrees**

There are currently no Degrees for this profile. Please add one if required.

+ Add New Degrees

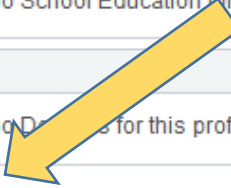
▼ **Areas of Study**

There are currently no Areas of Study for this profile. Please add one if required.

+ Add New Areas of Study

Save

Return to Search Add



Add New Degrees screen

- This is what the data-entry screen looks like when you first bring it up

Favorites > Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

ASU HR_EKING4 on ASUHRPRD 04/27/2018 All Search

Person Profile

Add New Degrees

Empl ID [REDACTED] [REDACTED]
Profile Type PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add to continue adding additional items.

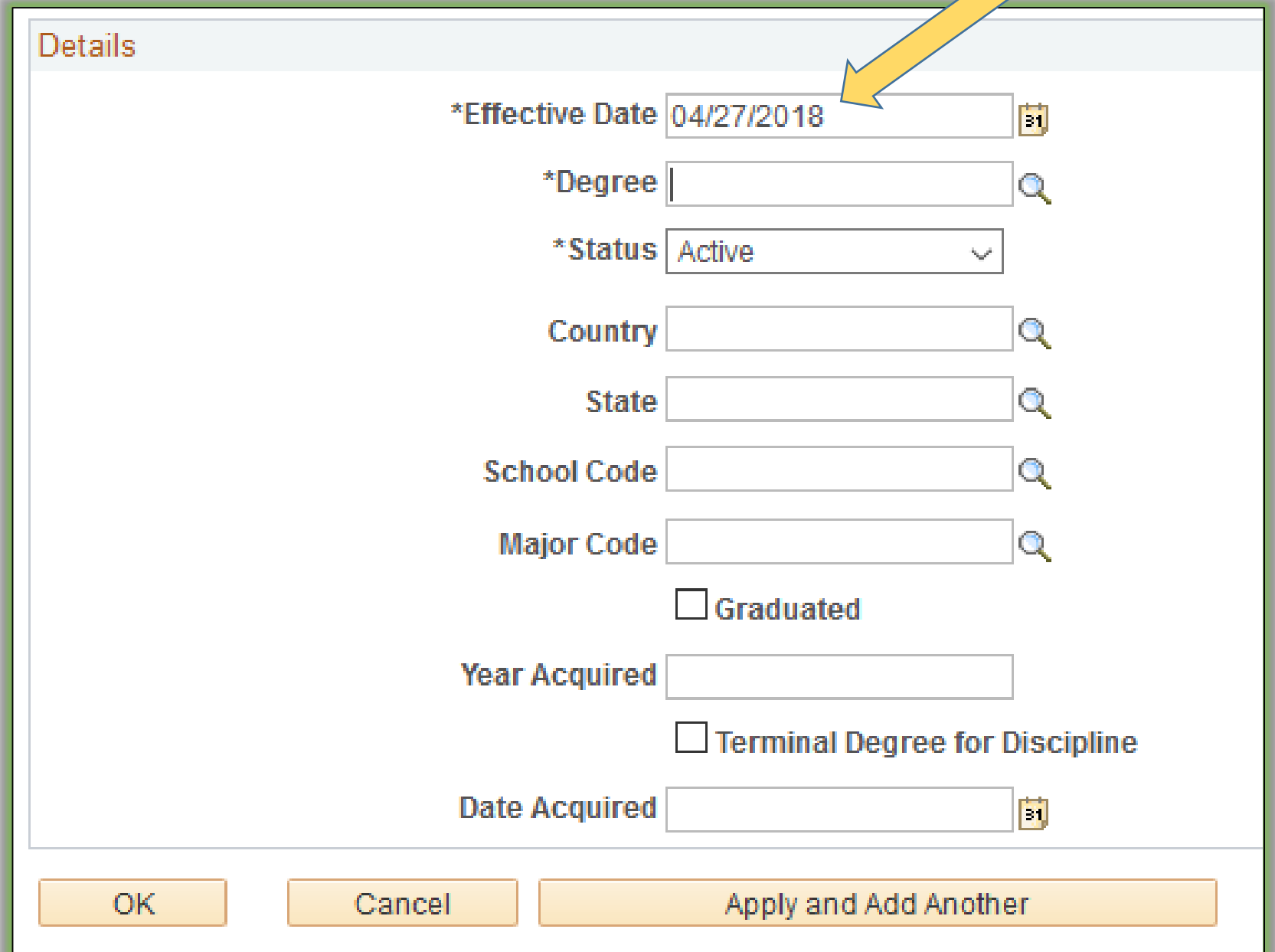
Details [Find](#) | [View All](#)

*Effective Date 04/27/2018
*Degree
*Status Active
Country
State
School Code
Major Code
 Graduated
Year Acquired
 Terminal Degree for Discipline
Date Acquired

OK Cancel Apply and Add Another

Effective Date field

- The system will automatically populate the *Effective Date* field with today's date, which is fine



The screenshot shows a 'Details' form with the following fields and controls:


- *Effective Date**: Text input field containing '04/27/2018' with a calendar icon to its right. A yellow arrow points to this field.
- *Degree**: Text input field with a search icon to its right.
- *Status**: Dropdown menu showing 'Active' with a downward arrow.
- Country**: Text input field with a search icon to its right.
- State**: Text input field with a search icon to its right.
- School Code**: Text input field with a search icon to its right.
- Major Code**: Text input field with a search icon to its right.
- Graduated**
- Year Acquired**: Text input field.
- Terminal Degree for Discipline**
- Date Acquired**: Text input field with a calendar icon to its right.


At the bottom of the form are three buttons: 'OK', 'Cancel', and 'Apply and Add Another'.


Degree field


- Type in common degrees like MA or BA
- For other degrees, you may need to do a search. . .


Details


*Effective Date 


*Degree 

*Status 

Country 

State 


School Code 

Major Code 


Graduated

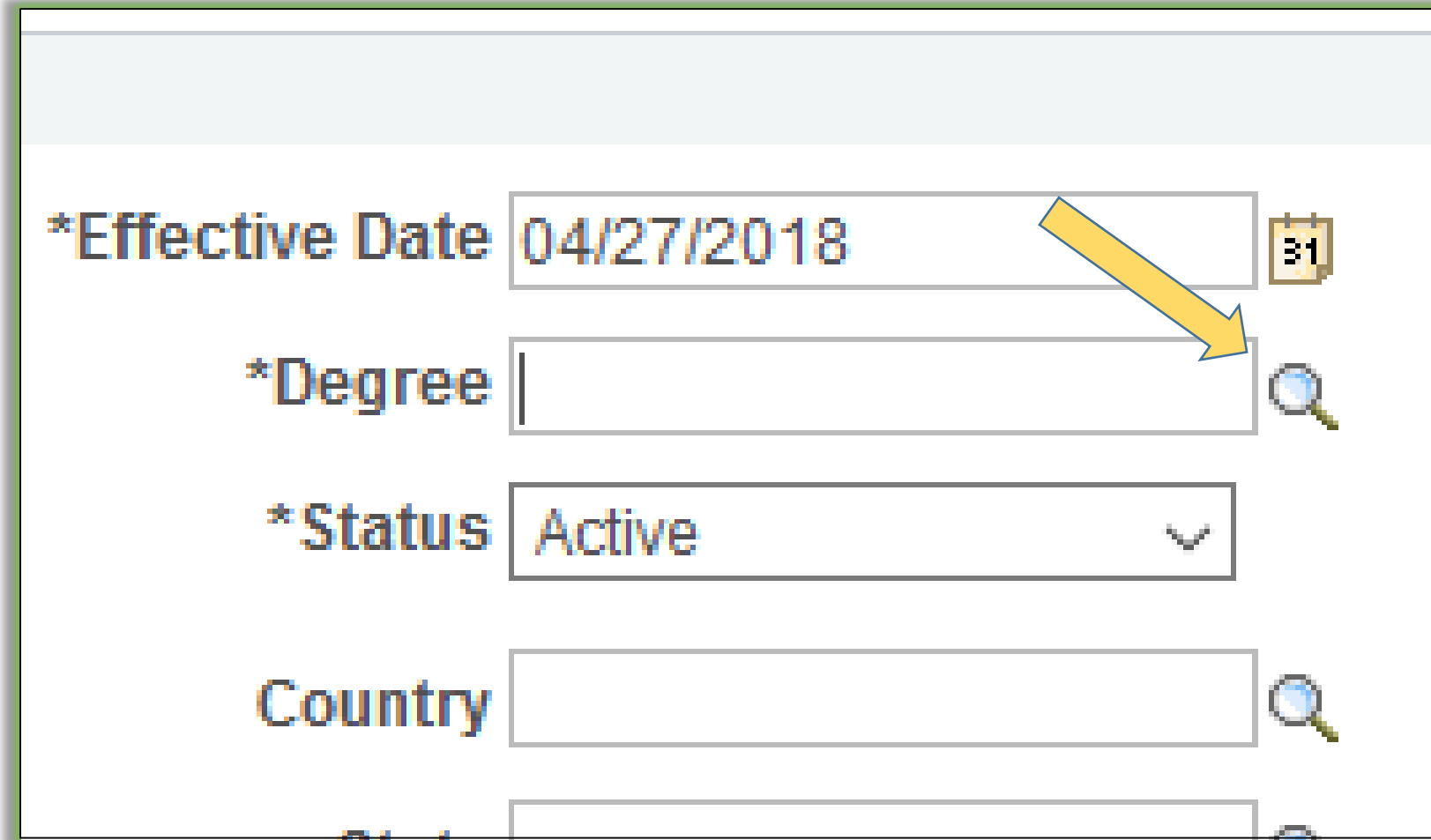
Year Acquired


Terminal Degree for Discipline


Date Acquired 


Search pop-up icon


- To search for a degree, click on the  which launches a pop-up search screen




*Effective Date 04/27/2018 

*Degree 

*Status Active 

Country 



Look Up Degree pop-up screen

- Type key letters in the Description field
- Choose either to look up degrees that begin with, or contain, those key letters

ASU HR_EKING4 on ASUHRPRD 11/20/2018

Person Profile

Add New Degrees

Empl ID 1216605078 Dorothy Banks
Profile Type PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return to continue adding additional items.

Details

*Effective Date 11/20/2018
*Degree BS
*Status Active
Country USA
State CA
School Code 1100100289
Major Code
 Graduated
Year Acquired
 Terminal Degree for Discipline
Date Acquired

Look Up Degree

Content Type DEG
Content Item ID begins with
Content Group Type begins with
Content Group begins with
Description begins with

Look Up Clear Cancel Basic Lookup


Search Results

Only the first 300 results of a possible 397 can be displayed.


View 100 First 1-300 of 300 Last


Content Item ID	Content Group Type	Content Group	Description
A	(blank)	(blank)	Assoc Degree
A IP	(blank)	(blank)	Assoc Degree in Progress
AA	(blank)	(blank)	Assoc Arts
AA EE	(blank)	(blank)	Assc Art Elem Ed
AA EEIP	(blank)	(blank)	Assc Art Elem Ed in Progress
AA IP	(blank)	(blank)	Assoc Arts in Progress
AAS	(blank)	(blank)	Assoc App Sci
AAS IP	(blank)	(blank)	Assoc App Sci in Progress
AB	(blank)	(blank)	Assoc Business
AB IP	(blank)	(blank)	Assoc Business in Progress
ABA	(blank)	(blank)	Associate of Business Admin
AE	(blank)	(blank)	AeEng. Aeronautical Engineer
AED	(blank)	(blank)	Associate of Arts in Elem Ed
AGEC	(blank)	(blank)	AGEC
AGECA	(blank)	(blank)	AGEC-A
AGECAIP	(blank)	(blank)	AGEC-A in Progress
AGEC-R	(blank)	(blank)	AGEC-R


Country field



- Type the 3-letter country code—“CAN” (for Canada), for example
- For other countries, if you can't guess the 3-letter code, you may need to do a  search


Details


*Effective Date 


*Degree 

*Status 

Country  

State 


School Code 

Major Code 

Graduated

Year Acquired


Terminal Degree for Discipline


Date Acquired 


Country field, cont.


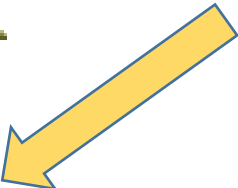
- If you don't know the country, then when you enter the school, the country will automatically populate


Details


*Effective Date 


*Degree 

*Status 

Country  

State 


School Code 

Major Code 

Graduated

Year Acquired


Terminal Degree for Discipline


Date Acquired 


State field


- Enter 2-digit state code (AZ for Arizona, for ex.)
- If you don't know the state, the school will automatically populate this field
- Don't worry about states for foreign schools



Details


*Effective Date 


*Degree 

*Status 

Country 

State  


School Code 

Major Code 


Graduated

Year Acquired


Terminal Degree for Discipline


Date Acquired 


School Code field


- You'll need to do a  search to find the numeric code for the school
- If you've already entered the country or state, that will have narrowed your search


Details


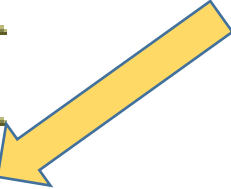
*Effective Date 


*Degree 

*Status 

Country 

State 


School Code  

Major Code 

Graduated

Year Acquired


Terminal Degree for Discipline


Date Acquired 


School Code field, cont.


- If a school is not found, contact the provost office to add the school
- But do a thorough search first; check for acronyms, and spelling and name variations; in Wikipedia, you may find alternate names


Details


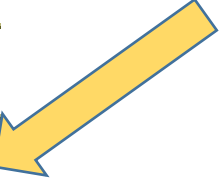
*Effective Date 


*Degree 

*Status 

Country 

State 


School Code  

Major Code 


Graduated

Year Acquired


Terminal Degree for Discipline


Date Acquired 


Major Code field


- Do a  search to find the numeric code for the major
- Choose the best available major code


Details


*Effective Date 



*Degree 

*Status 

Country 

State 


School Code 

Major Code  

Graduated

Year Acquired


Terminal Degree for Discipline


Date Acquired 


Graduated checkbox


- Don't forget to check this box (it's best only to enter degrees which have already been conferred)


Details


*Effective Date 


*Degree 

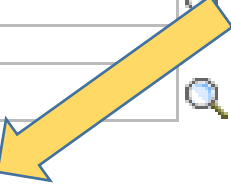
*Status 

Country 

State 


School Code 

Major Code 

Graduated 

Year Acquired

Terminal Degree for Discipline


Date Acquired 


OK Cancel Apply and Add Another


Year Acquired field


- Enter the 4-digit year
- Do not leave blank


Details


*Effective Date 


*Degree 

*Status 


Country 

State 


School Code 

Major Code 

Graduated

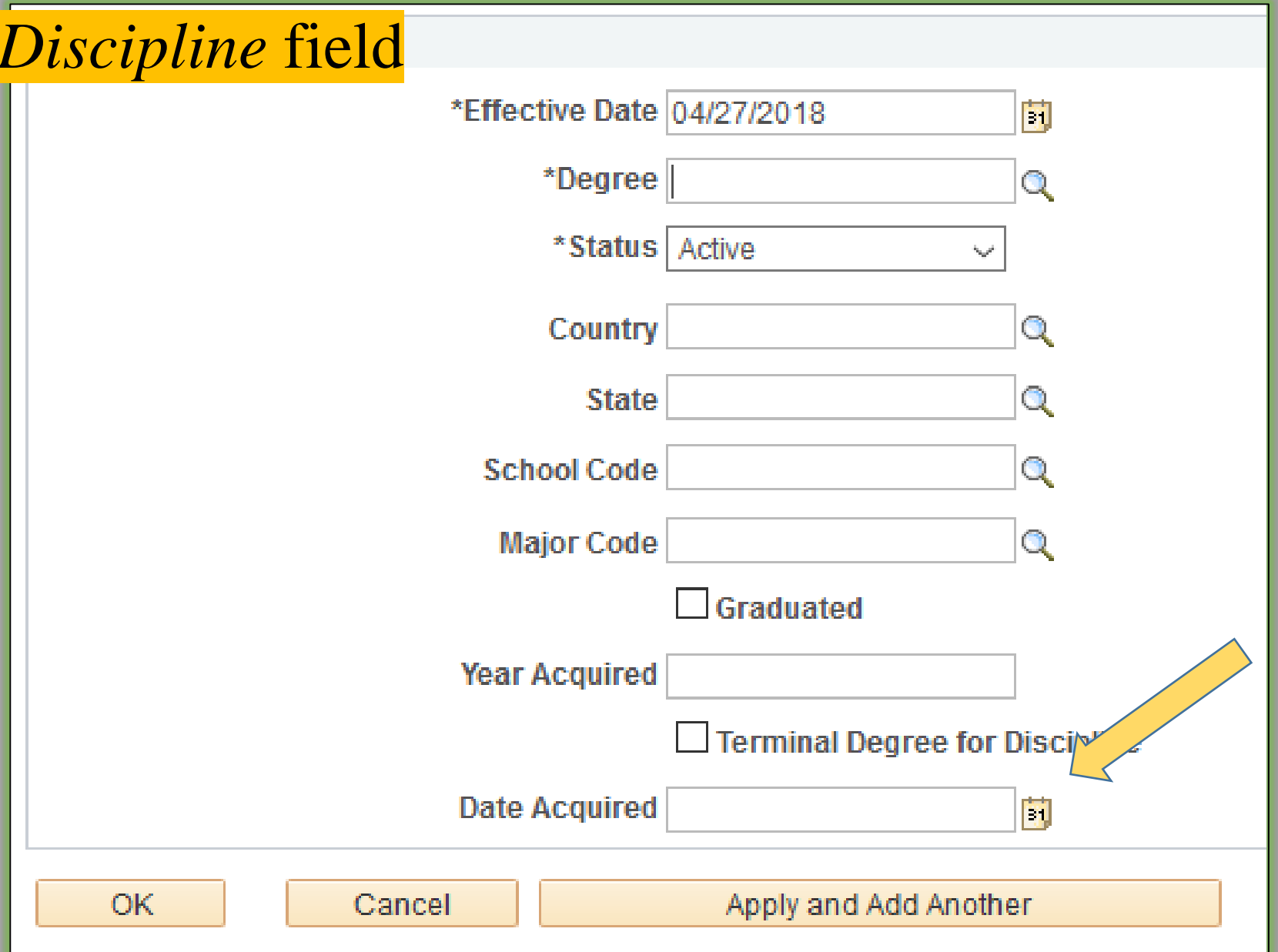
Year Acquired 

Terminal Degree for Discipline

Date Acquired 

Terminal Degree for Discipline field

- Check this box for PhDs, JDs, MFAs, or any other degrees which are considered terminal for the discipline
- If you're not sure, research it



*Effective Date 04/27/2018

*Degree

*Status Active

Country

State

School Code

Major Code

Graduated

Year Acquired

Terminal Degree for Discipline


Date Acquired


OK Cancel Apply and Add Another


Date Acquired field


- Fill in the day, month, year: 10/16/2016, for ex.
- If you only have the year, pick a day and a month (May 15, for ex.), but do not leave blank


Details


*Effective Date 


*Degree 

*Status 

Country 

State 


School Code 

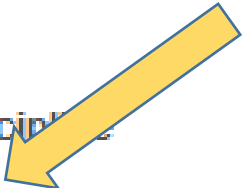
Major Code 

Graduated

Year Acquired

Terminal Degree for Discipline


Date Acquired 





OK button


- When the details are complete, click the OK button


Details


*Effective Date 


*Degree 

*Status 

Country 

State 


School Code 

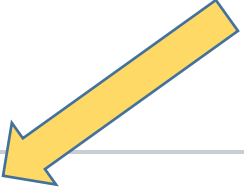
Major Code 

Graduated

Year Acquired

Terminal Degree for Discipline

Date Acquired 



Save button

- Then, click the Save button at the bottom of the next screen

Person Profile

Empl ID [REDACTED] [REDACTED]s

Profile Type PERSON Person

*Profile Status Active

*Description [REDACTED]

Print Comments Profile Actions [Select Action]

Competencies Qualifications Education

School Education

There are currently no School Education for this profile. Please add one if required.

Degrees Personalize Find View All First

ID	Degree	Major Code
PHD	Doctor of Philosophy	Molecular Biology

+ Add New Degrees

Areas of Study

There are currently no Areas of Study for this profile. Please add one if required.

+ Add New Areas of Study

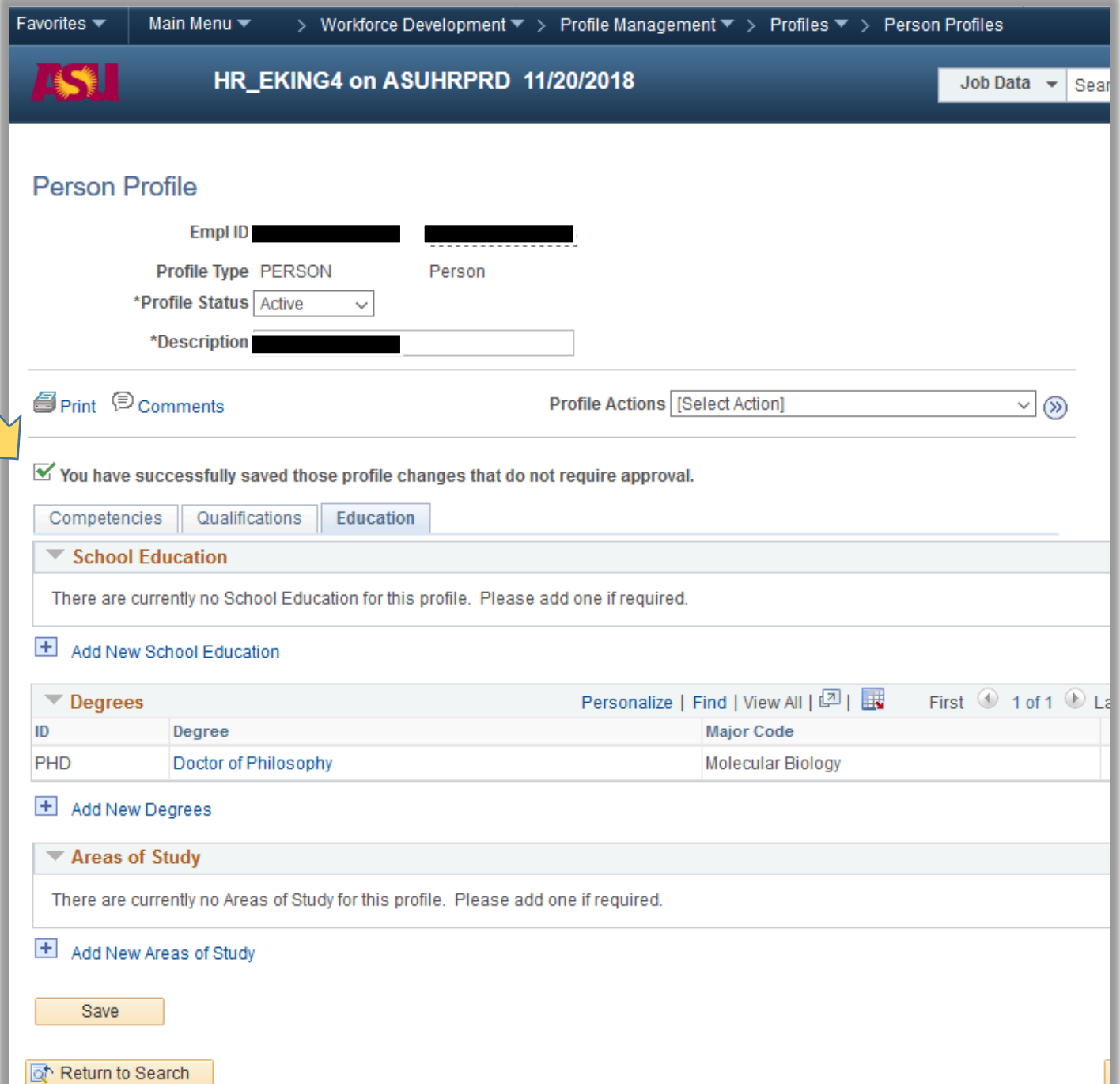
Save

Return to Search

Success message

- The phrase “*You have successfully saved those profile changes that do not require approval*”* will appear with a green ✓

*I am not entirely sure what this means, but basically, it means that you’re done.



The screenshot shows the ASU HR system interface. At the top, there is a navigation bar with 'ASU' logo, 'HR_EKING4 on ASUHRPRD 11/20/2018', and 'Job Data' dropdown. Below this is the 'Person Profile' section with fields for 'Empl ID', 'Profile Type' (PERSON), '*Profile Status' (Active), and '*Description'. A yellow arrow points from the text 'You have successfully saved those profile changes that do not require approval' in the text to the left to a green checkmark icon in the screenshot. Below the profile information, there are tabs for 'Competencies', 'Qualifications', and 'Education'. The 'Education' tab is active, showing a message: 'There are currently no School Education for this profile. Please add one if required.' Below this is a table for 'Degrees' with columns 'ID', 'Degree', and 'Major Code'. The table contains one row: 'PHD', 'Doctor of Philosophy', 'Molecular Biology'. Below the table are sections for 'Areas of Study' and 'Add New Areas of Study'. At the bottom, there is a 'Save' button and a 'Return to Search' button.

Person Profile

Empl ID [REDACTED] [REDACTED]

Profile Type PERSON Person

*Profile Status Active

*Description [REDACTED]

Print Comments Profile Actions [Select Action]

✓ You have successfully saved those profile changes that do not require approval.

Competencies Qualifications Education

School Education

There are currently no School Education for this profile. Please add one if required.

Add New School Education

Degrees

ID	Degree	Major Code
PHD	Doctor of Philosophy	Molecular Biology

Add New Degrees

Areas of Study

There are currently no Areas of Study for this profile. Please add one if required.

Add New Areas of Study

Save

Return to Search