



Maintaining Education Information

Infotype 9022





OVERVIEW

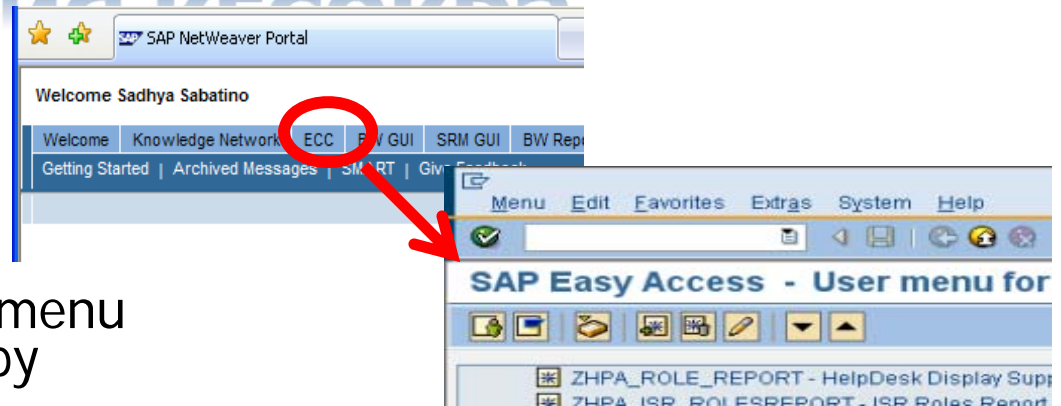
- Education Infotype 9022
- Reviewing and updating existing records
- Performing an overview
- Changing an existing record
- Creating new records
- Creating multiple records
- Resources

EDUCATION INFOTYPE 9022

- The Education infotype (9022) allows comprehensive tracking and reporting of Degree, Educational Institution, Branch(s) of Study, and Year of Graduation(s).
- Infotype 9022 replaces the previous Education Infotype 0022
- When the employee is first hired the education information can be initially entered on one of the Hiring ISR's
- After the initial hire, any updates to the employees education will be the departments responsibility to update
- SAP technical role need to directly maintain this infotype is:
ZRHR_PA_UNTPREDMNT_ALL (HRPA - Unit Property Education Maintenance)
 - Organizational unit security (Z61 relationships) determines which employee records can be reviewed and updated.

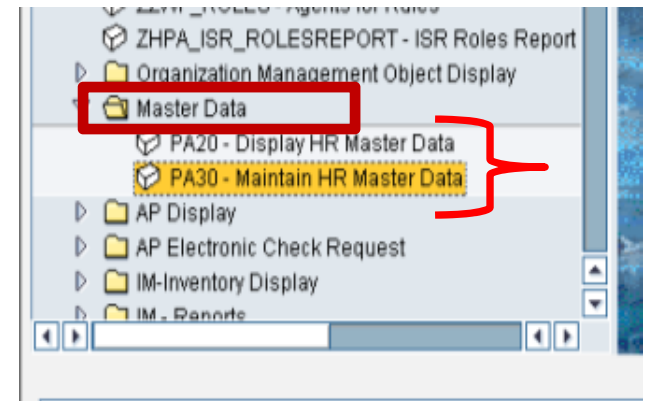
REVIEWING & UPDATING EXISTING RECORDS

- Click **ECC** to open the **SAP Easy Access** menu.



- Scroll to the **Master Data** menu item on the left, and open by clicking the triangle.

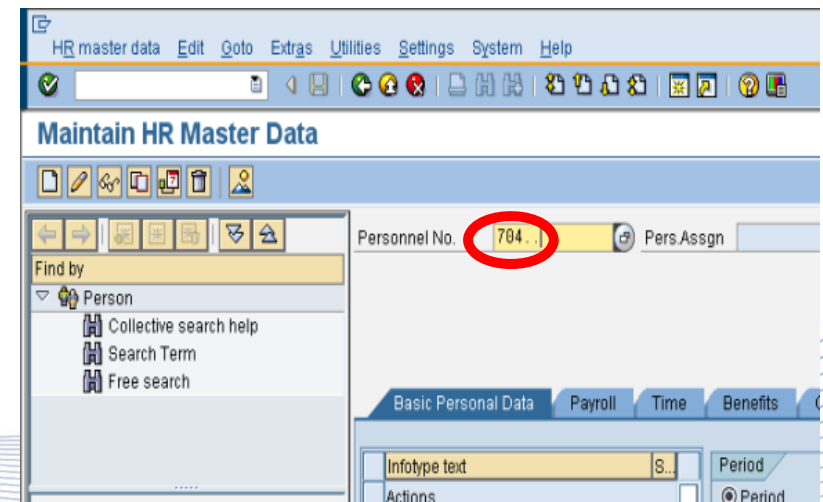
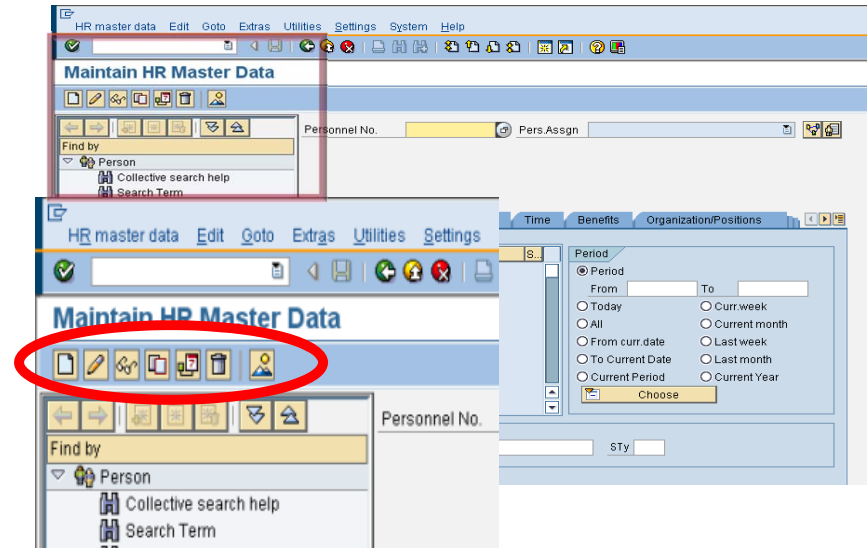
NOTE: In the future – once you have updated existing records in the new Infotype – you will use **PA20 – Display HR Master Data** to first view records.




- In this initial updating period, you might want to proceed directly to **PA30 - Maintain HR Master Data** to review, update, and add new Education records as needed. Double-click the **Maintain HR Master Data** transaction to open

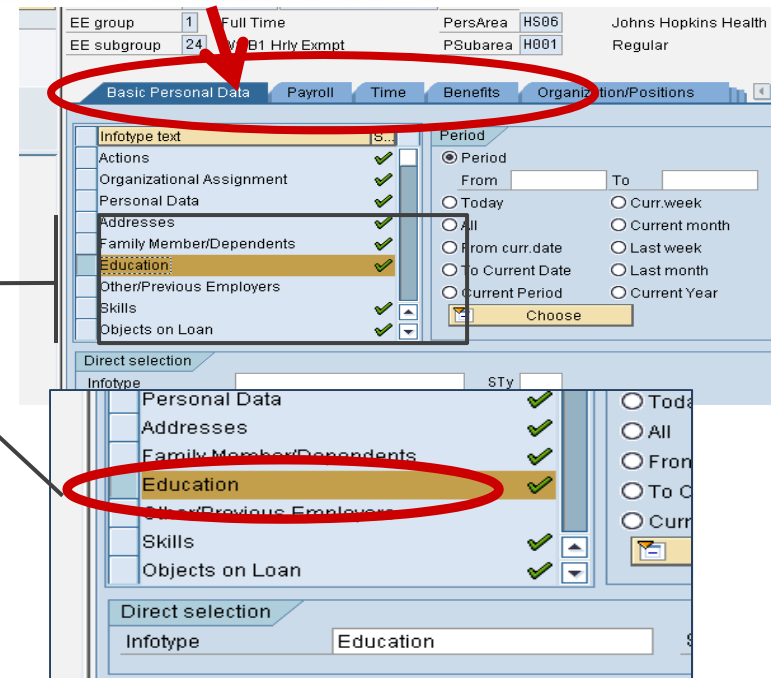
REVIEWING & UPDATING EXISTING RECORDS CONT'D

- The *Maintain HR Master Data* screen will open.
 - The layout is identical to PA 20 - *Display HR Master Data*, with the addition of icons for functions such as **Create**, **Change**, and **Copy**.
- Enter or search for an employee's *Personnel Number (PERNR)*.
- Press the **Enter** key on your keyboard to open the selected record.




REVIEWING & UPDATING EXISTING RECORDS CONT'D

- The bottom portion of the *Maintain HR Master Data* screen displays tabbed sections. Each tab represents a category of Infotypes.
- The Education Infotype falls under *Basic Personal Data*.
- A green check to the right of the Education Infotype line indicates that record/s exist. You will be able to open and **Change**  those record/s.



The screenshot shows the 'Maintain HR Master Data' interface. At the top, employee information is displayed: EE group 1 Full Time, PersArea HS06, Johns Hopkins Health; EE subgroup 24 B1 Hrly Exmpt, PSubarea H001, Regular. Below this are tabs for 'Basic Personal Data', 'Payroll', 'Time', 'Benefits', and 'Organization/Positions'. The 'Basic Personal Data' tab is active and circled in red. A list of infotypes follows: Actions, Organizational Assignment, Personal Data, Addresses, Family Member/Dependents, Education, Other/Previous Employers, Skills, and Objects on Loan. Green checkmarks are present to the right of 'Addresses', 'Family Member/Dependents', 'Education', 'Skills', and 'Objects on Loan'. The 'Education' line is highlighted with a red oval. A callout box points from the 'Education' line to a 'Direct selection' window where 'Education' is selected in the 'Infotype' field.

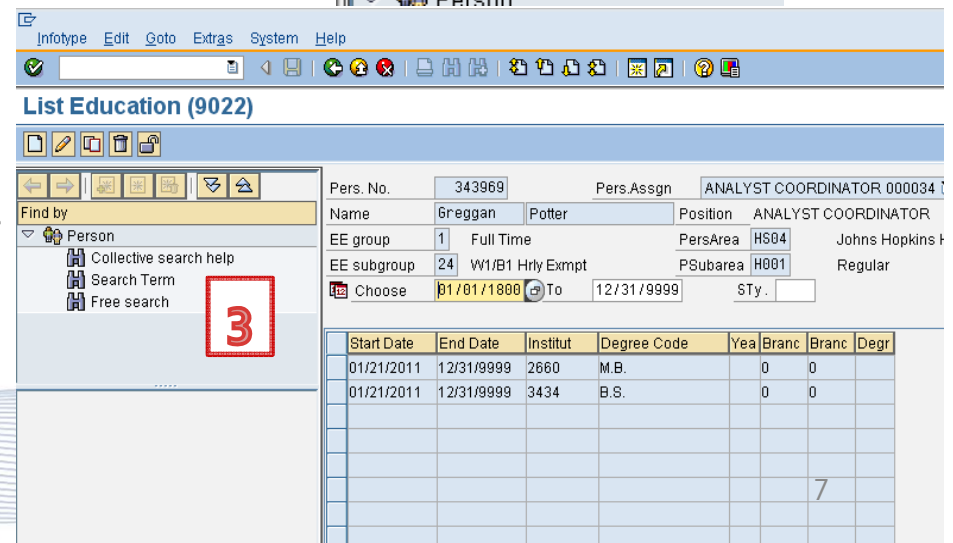
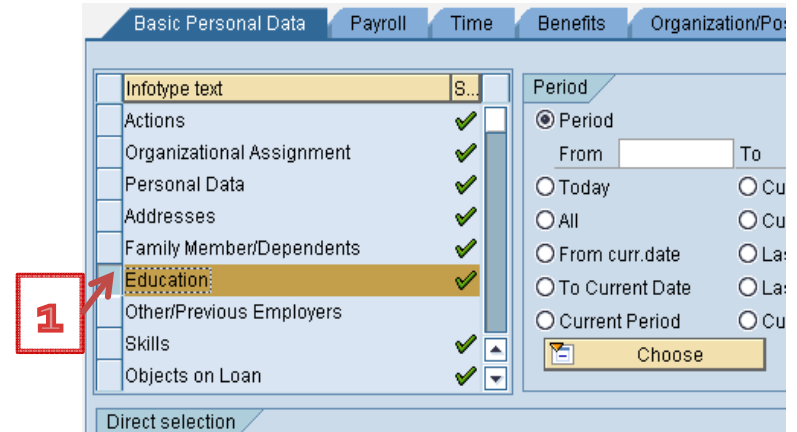
- No green check indicates that no Education records yet exist. You will need to **Create**  new record/s to record Education information.

NOTE: In viewing employee information, a missing green check may also indicate that you do not have access to this information. To open Education information from **PA30 - Maintain HR Master Data**, the role **HRPA - Unit Property Education Maintenance** is required.

PERFORMING AN OVERVIEW

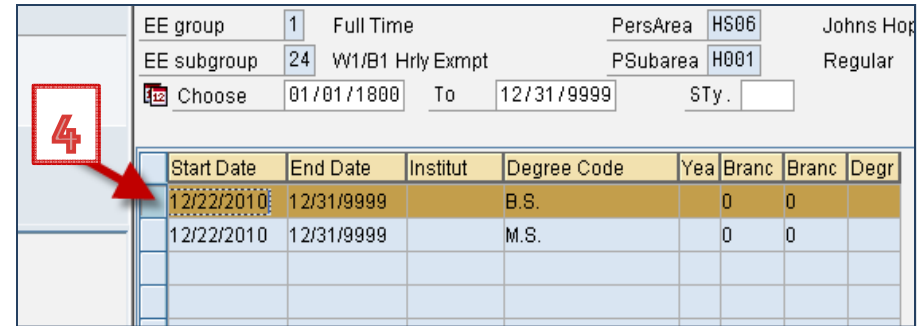
If Education record(s) already exist (green check), use the **Change** function to review and update their information. Here is how:

1. Select the Education Infotype line by clicking the box to the left.
2. Then click the **Overview** icon in the upper left of the screen.
3. The **List Education** screen will display, with one line for each Education record for this employee.



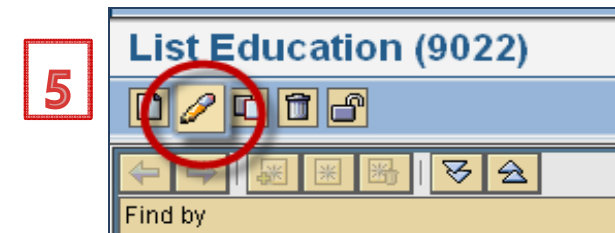
CHANGING AN EXISTING RECORD

4. From the **List Education** screen, select the record you wish to review/update by clicking the box to the left of the line.

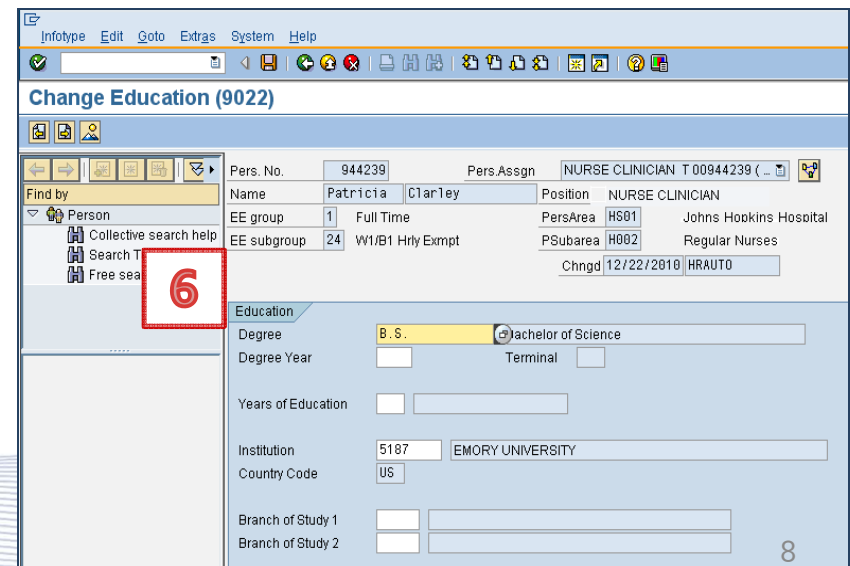


Start Date	End Date	Institut	Degree Code	Yea	Branc	Branc	Degr
12/22/2010	12/31/9999		B.S.	0	0		
12/22/2010	12/31/9999		M.S.	0	0		

5. In the upper left area of the screen, click the **Change** icon (*pencil*) to open the record.



6. The **Change Education** screen will display, with the Education data previously entered in this Education record.



Change Education (9022)

Pers. No. 944239 Pers. Assgn. NURSE CLINICIAN T 00944239 (...)

Name Patricia Clarley Position NURSE CLINICIAN

EE group 1 Full Time PersArea HS01 Johns Hopkins Hospital

EE subgroup 24 W1/B1 Hrly Exmpt PSubarea H002 Regular Nurses

Chngd 12/22/2010 HRAUTO

Education

Degree B.S. Bachelor of Science

Degree Year Terminal

Years of Education

Institution 5187 EMORY UNIVERSITY

Country Code US

Branch of Study 1

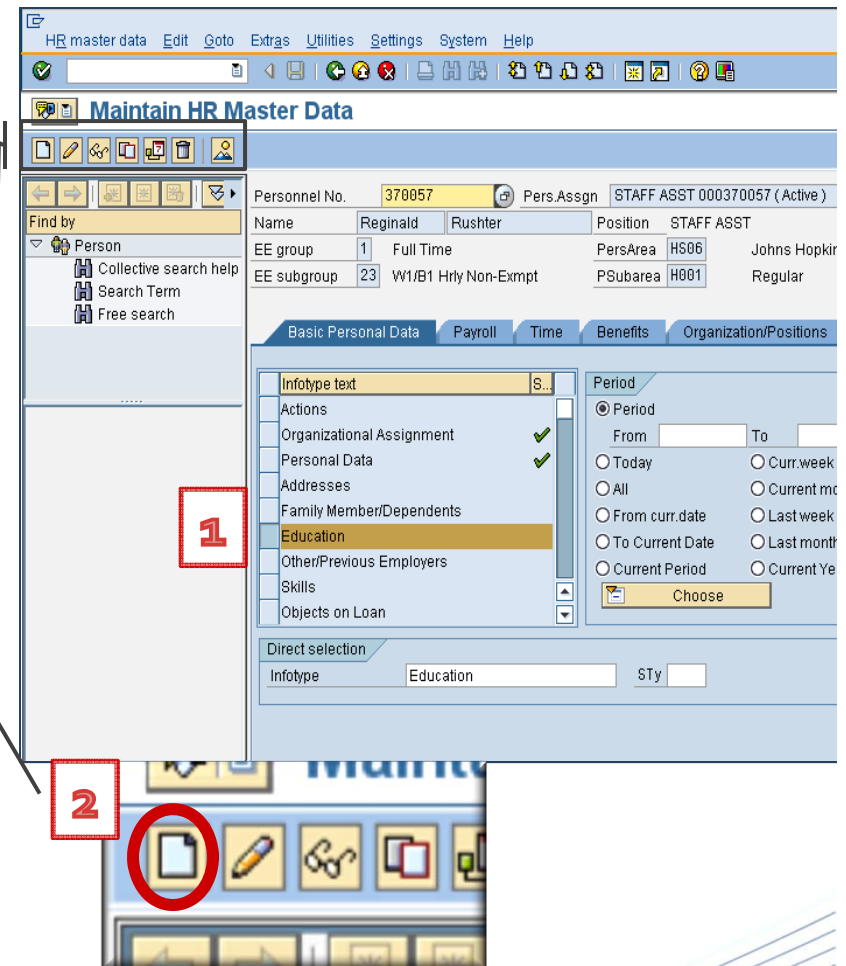
Branch of Study 2

8

CREATING NEW RECORDS

If no Education records exist yet, or additional ones are needed, use the **Create** function to initiate new record(s).

1. From the *Maintain Master Data* screen, select the employee, then the Education Infotype.
2. Click the **Create** icon (image of a piece of paper).



CREATING NEW RECORDS CONT'D

The Create Education screen will display with a blank Education record.

3. To record the Degree earned, click inside the Degree field, and then click the **search** icon.

Personnel No. 370057 Pers. Assgn STAFF ASST 000370057 (Active)
Name Reginald Rushter Position STAFF ASST
EE group 1 Full Time PersArea H506 Johns Hopkins Health Syst..
EE subgroup 23 W1/B1 Hrly Non-Exmpt PSubarea H001 Regular

Education
Degree
Degree Year
Years of Education
Terminal

4. The list of degrees will display. Click to select the type of degree earned.

If no degree has been earned for the study reflected in this record, select **No Degree** from the drop-down.

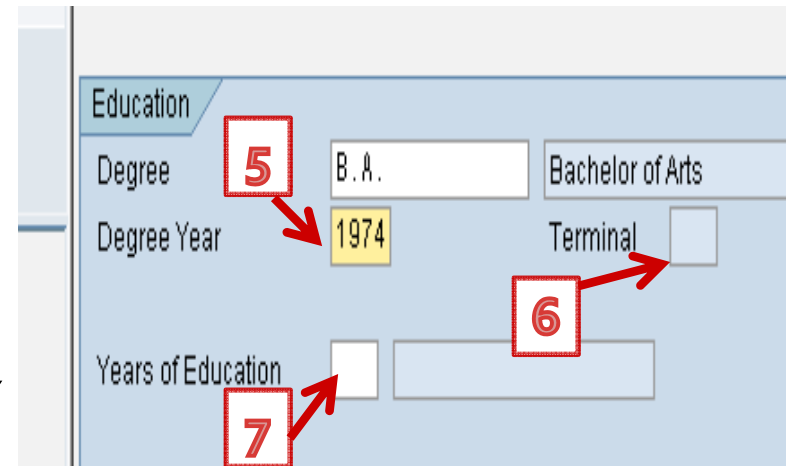
Degree Code (1) 45 Entries found

Restrictions

Degree Code	Degree	Term
A.A.	Associates of Arts	
B.A.	Bachelor of Arts	
B.ARCH	Bachelor of Architecture	
B.M.	Bachelor of Music	
M.S.P.T.	Master of Science in Physical Therapy	
M.S.W.	Master in Social Work	
B.S.		
D.D.		
NO DEGREE	No Degree	
O.D.	Doctor of Optometry	
PH.D PH	Doctor of Public Health	
PH.D	Doctor of Philosophy	

CREATING NEW RECORDS CONT'D

5. ***Degree Year*** is the year the degree was conferred. If no degree has been earned for this area of study, leave blank.
6. ***Terminal*** is display only, reflecting if the ***Degree*** and ***Branch of Study*** selected are recognized as the final degree in that field.
7. Leave ***Years of Education*** blank, unless "***No Degree***" was selected for the Degree field.
8. If ***No Degree*** was selected from the ***Degree*** list, click the ***Years of Education*** field, click the **search** icon, and select the appropriate entry.

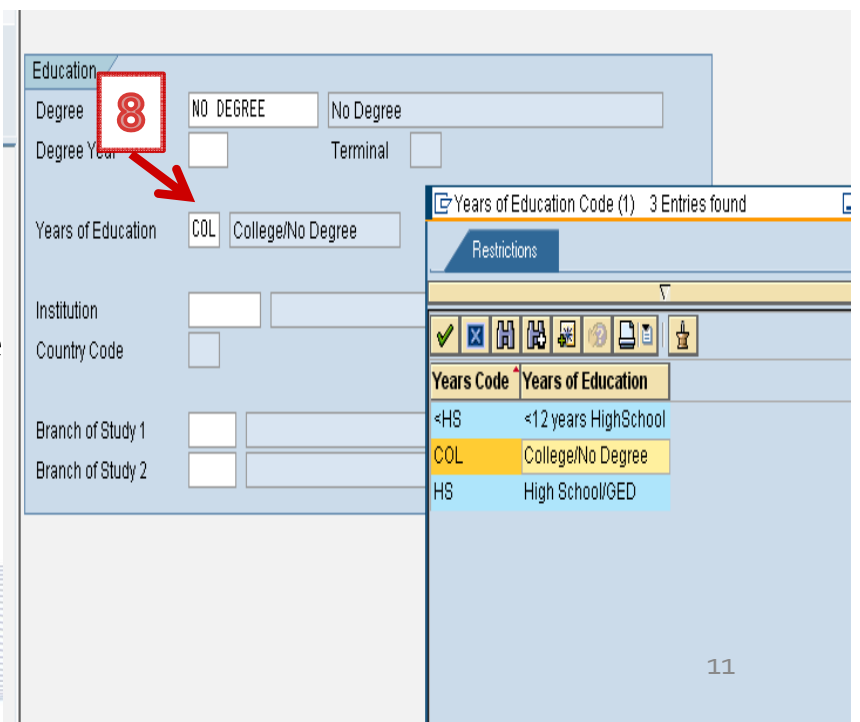


Education

Degree **5** B.A. Bachelor of Arts

Degree Year 1974 Terminal **6**

Years of Education **7**



Education

Degree **8** NO DEGREE No Degree

Degree Year Terminal

Years of Education COL College/No Degree

Institution

Country Code

Branch of Study 1

Branch of Study 2

Years of Education Code (1) 3 Entries found

Restrictions

Years Code	Years of Education
<HS	<12 years HighSchool
COL	College/No Degree
HS	High School/GED

CREATING NEW RECORDS CONT'D

- To select the school, click inside the ***Institution*** field, and then the **search** icon. This will display the formal listing of accredited institutions.
- The first 3000 of 5000+ will display, initially sorted by ***Institution Code***.
- To display and search from all institutions, you'll need to first expand the list to the full listing of institutions from which to select.

Click the search bar to open the ***Search Criteria*** window.

Years of Education

Institution

Country Code

Branch of Study 1

Branch of Study 2

Institution Code (1) 3000 Entries

Search

Inst Code	Institution Name	Institution City	Rg	Cty
0003	COLUMBUS HEARNG IMPAIRED PROG	COLUMBUS	OH	US
0004	ALCOA FOUNDATION SCHOL PROG	PITTSBURGH	PA	US
0005	AMERICAN DEGREE PROG PPP/ITM	Malaysia		MY
0006	HAND ADDRSD RECIPIENT	PRINCETON	NJ	US
0007	MOUNT ROYAL COLLEGE	Canada		CA
0010	AMERICAN ELEC POWER AWARD SCHL	COLUMBUS	OH	US
0014	PS&G GAS TRANSMISSION/NW	PORTLAND	OR	US
0017	BARR WALTER S SCHOLARSHIP	SPRINGFIELD	MA	US
0019	BOETTCHER FOUNDATION SCHOL	DENVER	CO	US
0020	COMMUNITY C AMERICAN SAMOA	PAGO PAGO	AS	US
0022	UNIVER COLL OF CAYMAN ISLANDS	Cayman Islands		KY

CREATING NEW RECORDS CONT'D

12. Your cursor will begin in the *Institution Code* field.
13. Using the Tab key on your keyboard, tab until your cursor lands in the *Maximum No. Of Hits* field.
14. Highlight and delete the number **3000** which defaults there, and leave the field blank. This will enable all possible selections to display.
15. Click the **green check** at the lower left of that window to display the full list of institutions.

Institution Code (1) 3000 Entries found

12

Use the tab key on your keyboard to tab to "Maximum No. of Hits."

Institution Code

Institution Name

Institution City

Region

Country Key

13

Maximum No. of Hits 3000

14

Maximum No. of Hits

15

CREATING NEW RECORDS CONT'D

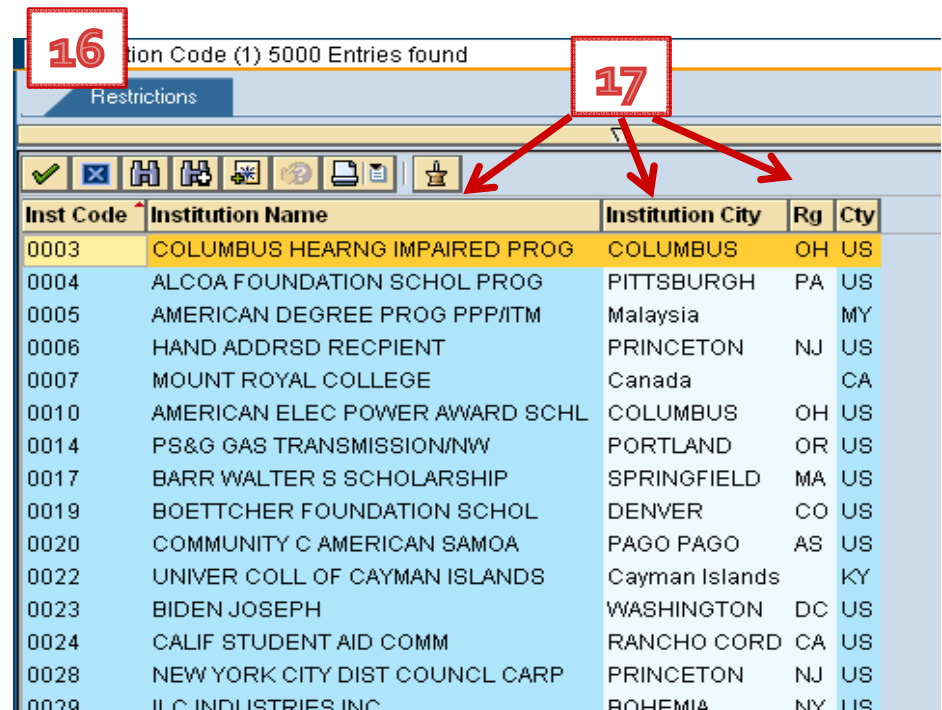
16. The 5000+ accredited institutions will now display, enabling you to locate the specific institution you seek.

17. **Sort** by any column to help locate the specific institution.

18. Alternatively use any of the "**Find**" options:

a) **Find** (*binoculars*)

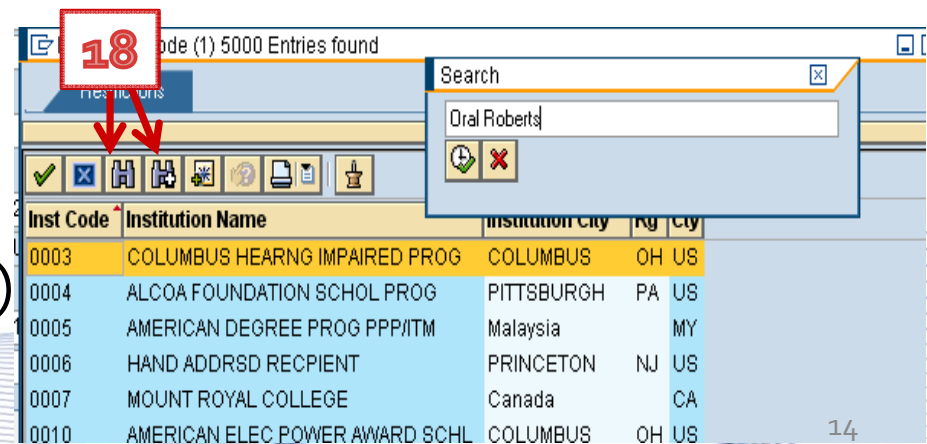
b) **Find Again** (*binoculars+*)



16

17

Inst Code	Institution Name	Institution City	Rg	Cty
0003	COLUMBUS HEARNG IMPAIRED PROG	COLUMBUS	OH	US
0004	ALCOA FOUNDATION SCHOL PROG	PITTSBURGH	PA	US
0005	AMERICAN DEGREE PROG PPP/ITM	Malaysia		MY
0006	HAND ADDRSD RECIPIENT	PRINCETON	NJ	US
0007	MOUNT ROYAL COLLEGE	Canada		CA
0010	AMERICAN ELEC POWER AWARD SCHL	COLUMBUS	OH	US
0014	PS&G GAS TRANSMISSION/NW	PORTLAND	OR	US
0017	BARR WALTER S SCHOLARSHIP	SPRINGFIELD	MA	US
0019	BOETCHER FOUNDATION SCHOL	DENVER	CO	US
0020	COMMUNITY C AMERICAN SAMOA	PAGO PAGO	AS	US
0022	UNIVER COLL OF CAYMAN ISLANDS	Cayman Islands		KY
0023	BIDEN JOSEPH	WASHINGTON	DC	US
0024	CALIF STUDENT AID COMM	RANCHO CORD	CA	US
0028	NEW YORK CITY DIST COUNCL CARP	PRINCETON	NJ	US
0029	ILC INDUSTRIES INC	BOHEMIA	NY	US

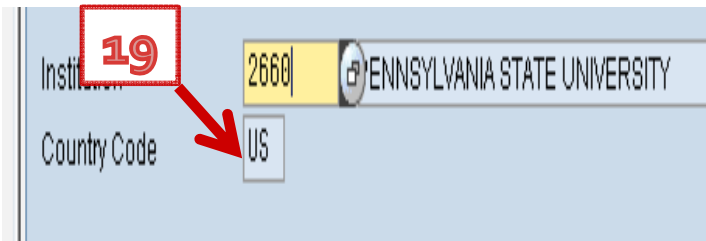


18

Inst Code	Institution Name	Institution City	Rg	Cty
0003	COLUMBUS HEARNG IMPAIRED PROG	COLUMBUS	OH	US
0004	ALCOA FOUNDATION SCHOL PROG	PITTSBURGH	PA	US
0005	AMERICAN DEGREE PROG PPP/ITM	Malaysia		MY
0006	HAND ADDRSD RECIPIENT	PRINCETON	NJ	US
0007	MOUNT ROYAL COLLEGE	Canada		CA
0010	AMERICAN ELEC POWER AWARD SCHL	COLUMBUS	OH	US

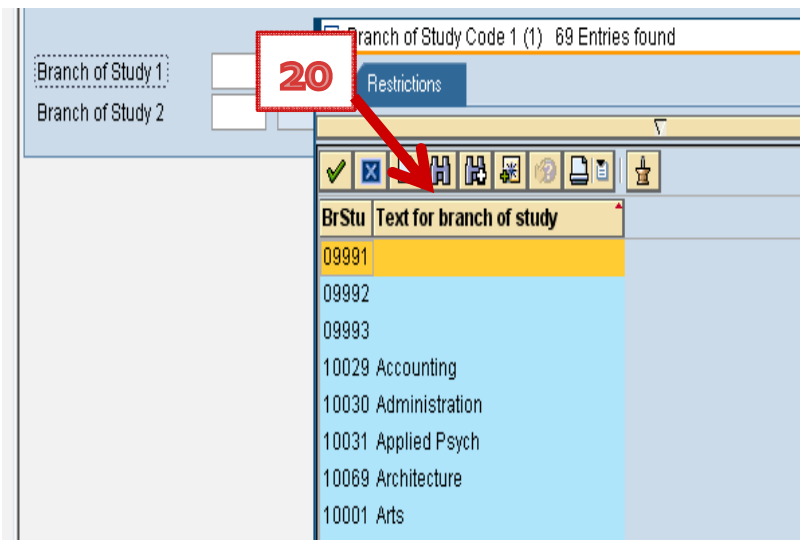
CREATING NEW RECORDS CONT'D

19. Once the Institution is selected, **Country Code** will fill automatically with the country of the institution.



Institution 2660 PENNSYLVANIA STATE UNIVERSITY
Country Code US

20. In **Branch of Study 1** and **Branch of Study 2**, you have the option to select up to two areas of academic study. Click the "**Text**" column to view your choices alphabetically.



Branch of Study 1
Branch of Study 2

Branch of Study Code 1 (1) 69 Entries found

BrStu	Text for branch of study
09991	
09992	
09993	
10029	Accounting
10030	Administration
10031	Applied Psych
10069	Architecture
10001	Arts

NOTE: If there is a dual degree, such as M.D. / Ph.D., **separate records** should be created for each.

Do Not Complete Education Records for Faculty Joint and Secondary Appointments: Faculty Education records are maintained on the **Primary Record** only.

CREATING MULTIPLE RECORDS

- The same process is repeated when multiple records are required.
- If an employee has more than one degree (such as B.A., M.A., Ph.D., M.B.A....), individual records should be updated/created for each.
- Additional records can also be created to reflect significant study at an accredited institution even if a degree has not been earned or is in process.

RESOURCES

- Fast Facts Faculty Presentations:
<http://www.hopkinsfastfacts.org/>
- HR/Payroll Shared Services
http://ssc.jhmi.edu/hr_payroll