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
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.
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.
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.
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.

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

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.
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).
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.

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.
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.
9. To select the school, click inside the **Institution** field, and then the search icon. This will display the formal listing of accredited institutions.

10. The first 3000 of 5000+ will display, initially sorted by **Institution Code**.

11. 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.**
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.
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+*)
19. Once the Institution is selected, **Country Code** will fill automatically with the country of the institution.

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.

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