

## How Do I Enter My Honors and Awards?

### Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Degrees & Certificates** tile.
4. On the **Talent Profile** page, click the **Honors and Awards** menu item.

#### Review Honors and Awards Information

5. On the **Honors and Awards** page, click the desired entry in the listing.
6. Review the page information.
7. Click the **Cancel** button to return to the **Honors and Awards** page.

#### Update Honors and Awards Information

8. On the **Honors and Awards** page, click the desired entry in the listing.
9. Skip to **Step 15** and make the necessary updates.

#### Delete Honors and Awards Information

10. On the **Honors and Awards** page, click the desired entry in the listing.
11. Click the **Delete** button at the bottom of the page.
12. The system displays a message, asking the user to confirm the delete action. Click the **Yes** button to continue.
13. Next, the system displays an informational message at the top of the page, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Save** button again, as needed.

#### Add an Honor or Award

14. Click on the **Add (+)** icon displayed above the **Honors and Awards** section.



15. On the **Honors and Awards** page, click the **Choose a date (Calendar)** icon associated with the **Date Received** field and select the appropriate date.

#### Select an Honor or Award

16. Click the **Look Up** icon associated with the **Honor or Award** field.
17. Click the **Expand** icon associated with the **Search Criteria** section of the **Lookup** page.
18. Enter a phrase in the **Description** field and press the **Search** button.
19. Select the appropriate value in the search results listing.

#### Populate/Update the Honor and Award Information

20. Click the **Drop Down** icon associated with the **Status** field and select an appropriate value from the listing.
21. Populate the **Grantor** field.

#### Save the Entry

22. Click the **Save** button.
23. The system displays an informational message at the top of the page, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Save** button again, as needed.

#### Submit Supporting Documentation

24. Honors and awards entries may require validation and approval by the institution's HR team.
25. Contact your HR representative to determine the proper procedure for submitting the required documentation to support the license and certification entries and/or updates.

#### Complete the Task/Sign Out of Application

26. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



27. Click the **Sign Out** option in the listing.

