

## How Do I Enter My Advanced Degrees?

### 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. If the **Degree** information is not displayed on the **Talent Profile** page, click the **Degrees** menu item.

#### Review Advanced Degree Information

5. On the **Degrees** page, click the desired entry in the **Education** listing.
6. Review the degree information.
7. Click the **Close (X)** icon to return to the **Talent Profile** page.

#### Update Advanced Degree Information

8. On the **Degrees** page, click the desired entry in the **Degree** listing.
9. Skip to **Step 11** and make the necessary updates.

#### Delete Advanced Degree Information

10. On the **Degrees** 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 Advanced Degree

14. Click on the **Add (+)** icon displayed above the **Education** section.



15. On the **Degrees** page, click the **Choose a date (Calendar)** icon associated with the **Date Earned** field and select the graduation date.

### Select a Degree Type

16. Click the **Look Up** icon associated with the **Education** 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 Degree Information

20. Click the **Look Up** icon associated with the **Country** field and select an appropriate value.
21. Click the **Look Up** icon associated with the **State** field and select an appropriate value.
22. Click the **Look Up** icon associated with the **School Code** field and select an appropriate value.
23. Click the **Look Up** icon associated with the **School Description** field and select an appropriate value.
24. Click the **Look Up** icon associated with the **Major** field and select an appropriate value.
25. Click the **Look Up** icon associated with the **Second Major** field and select an appropriate value.
26. Click the **Look Up** icon associated with the **Minor** field and select an appropriate value.
27. Populate the **GPA** field.
28. Click the toggle button on the **Graduated** field and set the status to **Yes**, where appropriate.
29. Skip the **Evidence Received** field; no entry is required by the employee.
30. Skip the **Terminal Degree for Discipline** field; no entry is required by the employee.



31. Click the toggle button on the **Highest Level** field and set the status to **Yes**, where appropriate, to indicate this degree is the “most advanced” degree received, to-date.

#### **Submit the Entry**

32. Click the **Continue** button.
33. Click the **Submit for Approval** button.
34. On the **Request Approval** page, enter **Comments**, if desired.
35. Then, click the **Submit** button.
36. 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 **Submit** button again, as needed.

#### **Submit Supporting Documentation**

37. Degree entries must be validated and approved by the institution’s HR team.
38. Contact your HR representative to determine the proper procedure for submitting the required documentation to support the Degree entry and/or updates.

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

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



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