

## How Do I Enter My Language Skills?

### 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 **Language Skills** menu item.

#### Review Language Skills Information

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

#### Update Language Skills Information

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

#### Delete Language Skills Information

10. On the **Language Skills** 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 a Language Skill

14. Click on the **Add (+)** icon displayed above the **Language Skills** section.
15. On the **Language Skills** page, click the **Choose a date (Calendar)** icon associated with the **Effective Date** field and select the appropriate date.



### Select a Language

16. Click the **Look Up** icon associated with the **Language** 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 Language Information

20. Click the **Drop Down** icon associated with the **Reading Proficiency** field and select an appropriate value from the listing.
21. Click the **Drop Down** icon associated with the **Speaking Proficiency** field and select an appropriate value from the listing.
22. Click the **Drop Down** icon associated with the **Writing Proficiency** field and select an appropriate value from the listing.
23. Click the toggle button on the **Native Language** field and set the status to **Yes**, where appropriate.
24. Click the toggle button on the **Able to Translate** field and set the status to **Yes**, where appropriate.
25. Click the toggle button on the **Able to teach** field and set the status to **Yes**, where appropriate.

### Save the Entry

26. Click the **Save** button.
27. 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

28. Language skill entries may require validation and approval by the institution's HR team.



29. 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**

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



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

