



Employee Self-Service: Educational Data

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Education Data

Education Data Detail

Graduation Date (mm/dd/yyyy) *

Educational Establishment *

Institute *

Certificate *

Major

Major/Minor

Return Save

A graduation date is required, although an estimated one is acceptable if you are uncertain of the exact date.

To enter a graduation date, you can either enter the date (mm/dd/yyyy) or click the calendar link and select it.

To select an educational establishment, click the drop-down button and select grammar school, high school/GED, university/college or graduate school.

To enter the name of an institute, type the name of the grammar school, high school/GED, university/college or graduate school in the “Institute” field.

To select a certificate, click the drop-down button and make the appropriate selection.

To select a major, click the drop-down button and make the appropriate selection.

It is not necessary to complete the major and major/minor fields when grammar school and/or high school/GED has been selected in the “Educational Establishment” field.

After making your selections, click the button. This will bring up the Education Data Review screen.

Confirmation dialog

Successfully Saved!

OK

When you click the button, you will receive a confirmation dialog box that will inform you that your transaction has been successfully saved. Click the button to continue.

Once you click the button, you will be returned to the Education List Overview screen.

To exit Employee Self-Service from this page, click the tab located in the upper-right corner of the screen.