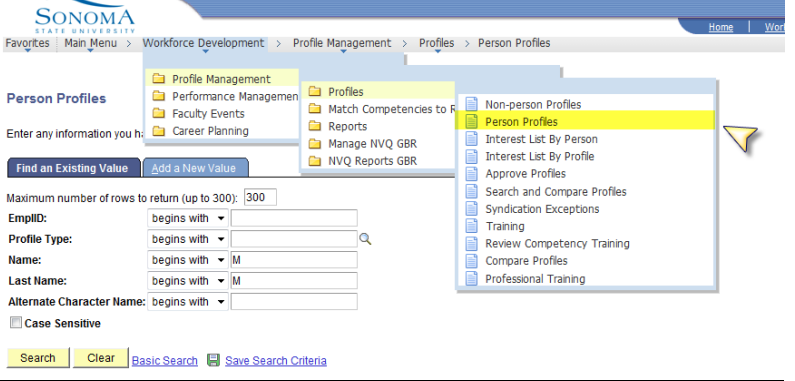
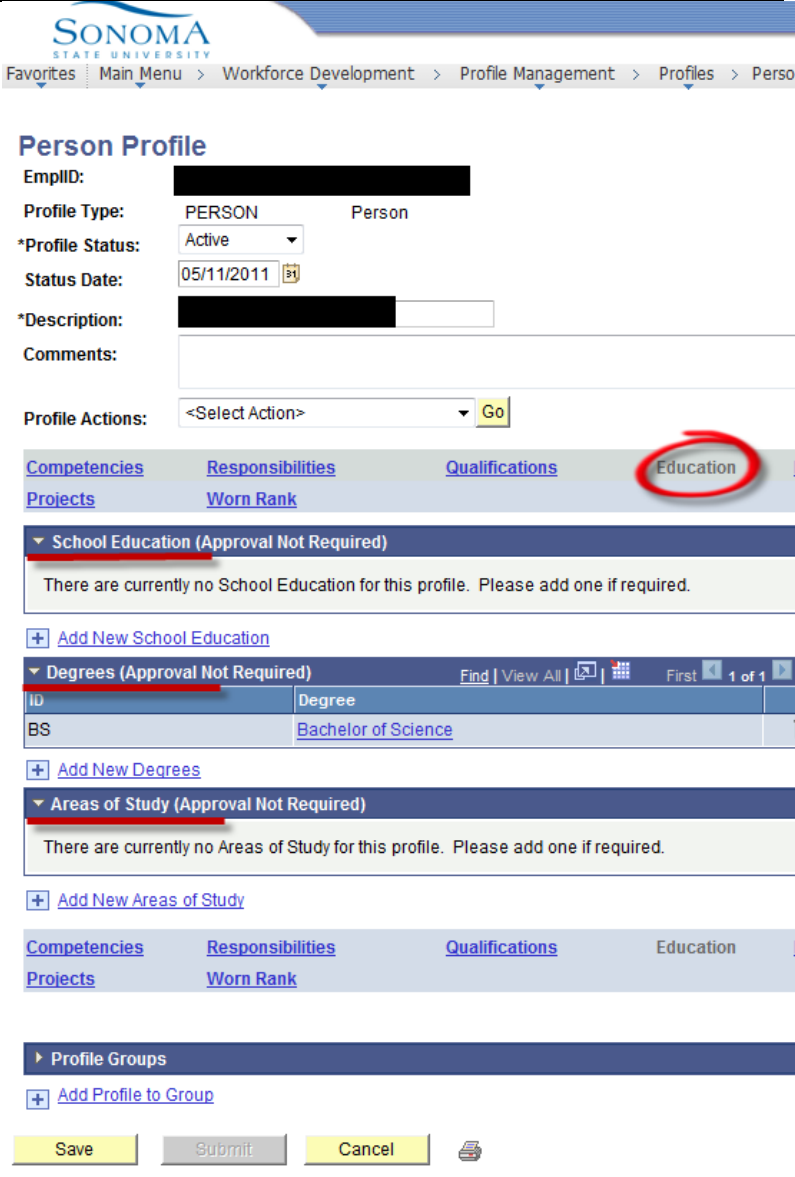


HCM 9.0 Person Profile

<p>Go to Person Profiles</p> <p>Main Menu> Workforce Development> Profile Management> Profiles> Person Profiles</p> <p>Use Search function to locate the employee</p>	
<p>Click on Education to add/edit information on</p> <ul style="list-style-type: none"> School Education Degrees Areas of Study 	

For example, to add a new degree, click on

[+ Add New Degrees](#)

Favorites | Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

Person Profile

EmpID: [REDACTED]

Profile Type: PERSON Person

*Profile Status: Active

Status Date: 05/11/2011

*Description: [REDACTED]

Comments: [REDACTED]

Profile Actions: <Select Action> Go

[Competencies](#) [Responsibilities](#) [Qualifications](#) **Education** [NVQ](#)
[Projects](#) [Worn Rank](#)

▼ School Education (Approval Not Required)

There are currently no School Education for this profile. Please add one if required.

[+ Add New School Education](#)

ID	Degree	
BS	Bachelor of Science	[X]

[+ Add New Degrees](#)

▼ Areas of Study (Approval Not Required)

There are currently no Areas of Study for this profile. Please add one if required.

[+ Add New Areas of Study](#)

[Competencies](#) [Responsibilities](#) [Qualifications](#) [Education](#) [NVQ](#)
[Projects](#) [Worn Rank](#)

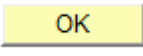
► Profile Groups

[+ Add Profile to Group](#)

Save Submit Cancel

Add New Degrees page will open.

Degree is a required field in order to save the changes.

Click on 

Favorites | Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

Person Profile

Add New Degrees

EmpID: [REDACTED]

Profile Type: PERSON Person

Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details Find | View All First 1 of 1 Last

*Degree: [REDACTED] Click to open a list of degrees. This is a required field to save.

Content Type: DEG

*Effective Date: 07/21/2011

*Status: Active

Country: [REDACTED] Click to open a list of counties

State: [REDACTED] To search by state, the "country" field cannot be blank

Major Code: [REDACTED]

School Code: [REDACTED]

Minor: [REDACTED]

Average Grade: [REDACTED]

Year Acquired: [REDACTED]

GPA: [REDACTED]

Graduated

Terminal Degree for Discipline

Date Acquired: [REDACTED]

Major: [REDACTED]

Faculty Name (JPN): [REDACTED]

Sub-Faculty Name (JPN): [REDACTED]

Educator: [REDACTED]

Minor: [REDACTED]

School: [REDACTED]

OK Cancel Apply and Add Another

The Person Profile view window will appear. New entry will show under the appropriate heading.

Click on 

Person Profile

EmpID: [REDACTED]
 Profile Type: PERSON Person
 *Profile Status: Active
 Status Date: 05/11/2011
 *Description: [REDACTED]
 Comments: [REDACTED]
 Profile Actions: <Select Action> Go

Competencies Responsibilities Qualifications Education NVQ
 Projects Worn Rank

▼ School Education (Approval Not Required)
 There are currently no School Education for this profile. Please add one if required.
 + Add New School Education

▼ Degrees (Approval Not Required) Find | View All | First 1-2 of 2 Last

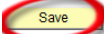


ID	Degree	
BS	Bachelor of Science	
BA	Bachelor of Arts	

+ Add New Degrees


▼ Areas of Study (Approval Not Required)
 There are currently no Areas of Study for this profile. Please add one if required.
 + Add New Areas of Study

Competencies Responsibilities Qualifications Education NVQ
 Projects Worn Rank

► Profile Groups
 + Add Profile to Group


  

the new entry will appear here

 2 item(s) saved indicate that changes/additions have been saved.

This allows multiple changes to be made before it is finalized.

New entry disappears under the heading area, because changes are not submitted yet.

Click on  to continue

Person Profile

EmpID: 000791900 Ming-Lan Sun
 Profile Type: PERSON Person
 *Profile Status: Active
 Status Date: 05/11/2011
 *Description: Ming-Lan Sun
 Comments: [REDACTED]
 Profile Actions: <Select Action> Go

 2 item(s) saved

Competencies Responsibilities Qualifications Education NVQ
 Projects Worn Rank

▼ School Education (Approval Not Required)
 There are currently no School Education for this profile. Please add one if required.
 + Add New School Education

▼ Degrees (Approval Not Required)

ID	Degree	
BS	Bachelor of Science	

+ Add New Degrees

▼ Areas of Study (Approval Not Required)
 There are currently no Areas of Study for this profile. Please add one if required.
 + Add New Areas of Study

Competencies Responsibilities Qualifications Education NVQ
 Projects Worn Rank

► Profile Groups
 + Add Profile to Group

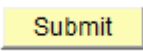
Indicating changes saved

New entry disappears from this area

Summary of Changes page will open

Changes are listed.

Click on the hyperlink will allow viewing of the details, but no changes can be made on the view page.

Click on  to submit the info.

Person Profile



Summary of Changes



This page shows a summary of all the changes that you made. For items requiring approval, enter comments for the approver.

Profile Type: Person

▼ Changed Degrees (Approval Not Required)		
Disposition	Degree	ID
Add	Bachelor of Arts	BA
Change	Bachelor of Science	BS

Person Profile page will open

The new entry now shows up under the appropriate heading

Person Profile

EmpID:


Profile Type: PERSON Person

*Profile Status: Active

Status Date: 05/11/2011

*Description:

Comments:

Profile Actions: <Select Action> 

[Competencies](#) [Responsibilities](#) [Qualifications](#) [Education](#) [NVQ](#)
[Projects](#) [Worn Rank](#)

▼ School Education (Approval Not Required)
 There are currently no School Education for this profile. Please add one if required.

[+ Add New School Education](#)

▼ Degrees (Approval Not Required)		
ID	Degree	
BA	Bachelor of Arts	
BS	Bachelor of Science	

[+ Add New Degrees](#)

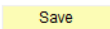
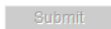
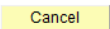

▼ Areas of Study (Approval Not Required)
 There are currently no Areas of Study for this profile. Please add one if required.

[+ Add New Areas of Study](#)


[Competencies](#) [Responsibilities](#) [Qualifications](#) [Education](#) [NVQ](#)
[Projects](#) [Worn Rank](#)

► Profile Groups

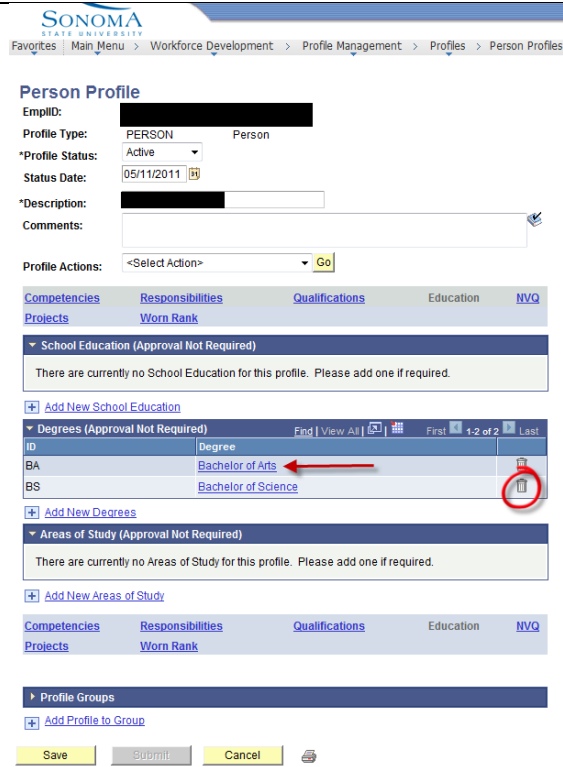
[+ Add Profile to Group](#)

To edit an entry, click on the hyperlink

To delete an entry, click on 



Then click on Save, Submit, Submit to finalize the changes.



Person Profile
 EmpID: [REDACTED]
 Profile Type: PERSON Person
 *Profile Status: Active
 Status Date: 05/11/2011
 *Description: [REDACTED]
 Comments: [REDACTED]
 Profile Actions: <Select Action> Go

Competencies Responsibilities Qualifications Education NVQ
 Projects Worn Rank

▼ School Education (Approval Not Required)
 There are currently no School Education for this profile. Please add one if required.
 + Add New School Education

ID	Degree	
BA	Bachelor of Arts	
BS	Bachelor of Science	

+ Add New Degrees

▼ Areas of Study (Approval Not Required)
 There are currently no Areas of Study for this profile. Please add one if required.
 + Add New Areas of Study

Competencies Responsibilities Qualifications Education NVQ
 Projects Worn Rank

Profile Groups
 + Add Profile to Group

Save Submit Cancel

Click on Qualifications to add/edit the following

- Honors and Awards
- Language Skills
- Licenses & Certificates
- Memberships
- Tests/Examinations



Person Profile
 EmpID: [REDACTED]
 Profile Type: PERSON Person
 *Profile Status: Active
 Status Date: 05/11/2011
 *Description: [REDACTED]
 Comments: [REDACTED]
 Profile Actions: <Select Action> Go

Competencies Responsibilities **Qualifications** Education NVQ
 Projects Worn Rank

▼ Honors and Awards (Approval Not Required)
 There are currently no Honors and Awards for this profile. Please add one if required.
 + Add New Honors and Awards

▼ Language Skills (Approval Not Required)
 There are currently no Language Skills for this profile. Please add one if required.
 + Add New Language Skills

▼ Licenses & Certifications (Approval Not Required)
 There are currently no Licenses & Certifications for this profile. Please add one if required.
 + Add New Licenses & Certifications

▼ Memberships (Approval Not Required)
 There are currently no Memberships for this profile. Please add one if required.
 + Add New Memberships

▼ Tests/Examinations (Approval Not Required)
 There are currently no Tests/Examinations for this profile. Please add one if required.
 + Add New Tests/Examinations

Competencies Responsibilities Qualifications Education NVQ
 Projects Worn Rank

Profile Groups
 + Add Profile to Group

Save Submit Cancel