



# credentials



# Table of Contents

**Credentials - HRS3000** ..... 1



# Credentials - HRS3000

## Human Resources > Maintenance > Staff Demo > Credentials





This tab contains the following employee information categories: education, certification, special credentials, permit, and permit area. The categories contain specifics about where the degree was received, as well as specifics about the certificates and special permits obtained by the employee.

### Add credential data:

|                                     |  |
|-------------------------------------|--|
| <b>Retrieve an existing record.</b> | <a href="#">Search for a record.</a><br>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> .<br>Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> . |
|-------------------------------------|--|



Click **+Add** to add a row in any of the below sections.


#### Under **Education**:

| Field          | Description   |
|----------------|---|
| <b>College</b> | Click  to select the college that the employee attended.                         |
| <b>Year</b>    | Type the year the employee received the degree in the YYYY format.  |
| <b>Major</b>   | Click  to select the college major for the employee.                             |
| <b>Minor</b>   | Click  to select the college minor for the employee.                             |
| <b>Degree</b>  | Click  to select the degree the employee received from the learning institution. |

Click **Refresh College** to update the education grid if any education information is changed or if a new row is added.

#### Under **Certification**:

|                           |  |
|---------------------------|--|
| <b>Certification Type</b> | Click  to select the one-character code that describes the type of certificate held by the employee.<br><br>The Certification Type values are maintained on the Personnel > Tables > Credential > Certification Type tab. |
| <b>Date</b>               | Type the date when the employee received the certificate in the MM-DD-YYYY format.   |
| <b>Specialty Area</b>     | Click  to select the general area or level covered by the certificate.<br><br>The Specialty Area values are maintained on the Personnel > Tables > Credential > Specialty Area tab.                                       |

|                                |  |
|--------------------------------|--|
| <b>Teaching Specialization</b> | <p>PEIMS Reporting Element (if associated with a PEIMS PK Teacher Requirement)</p> <p>Click  to select the teaching specialty covered by the certificate.</p> <p>The Teaching Specialization values are maintained on the Personnel &gt; Tables &gt; Credential &gt; Teaching Specialization tab.</p> |
| <b>Date Expire</b>             | <p>Type the date on which the certificate expires in the MM-DD-YYYY format.</p>  |
| <b>ExCET Yr</b>                | <p>Type the year when the employee most recently took the ExCET examination in the YYYY format.</p>  |
| <b>Yrs Taught</b>              | <p>Type the number of years that the employee has taught under the certificate indicated.</p>  |
| <b>Sem Hrs</b>                 | <p>Type the number of college credit hours the employee has earned in the subject area covered by the certificate.</p>   |


Under **Special Credentials**:

Under **Permit**:

Under **Permit Area**:

Click **Save**.

**Other functions and features:**

|   |
|---|
| <p> <a href="#">Delete a row.</a><br/>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> |
|---|



## Back Cover