



ARCHDIOCESE OF BALTIMORE
DEPARTMENT OF HRMS

ARCHDIOCESE OF BALTIMORE

HUMAN RESOURCE MANAGEMENT SYSTEM

UKG – WHAT I CAN DO

AUGUST 2023



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Purpose

The purpose of this guide is to walk you through the things you can do in UKG. In UKG you can change your personal information, find instructions on the mobile App, view and update pay information.

Employees can now make the following changes in UKG.

- Address
- Emergency Contact
- Name Change – With workflow to attach Social Security Card
 - The Benefits Department will be approving name changes.
- Direct Deposit Changes
- Upload Teaching Licenses

- Phone Number
- Alternate Phone Number
- Personal Email Address
- Tax Changes
 - W-4
 - State Income Tax Form
- Print W-2 and 1095C

• Coming Soon: Employees will be able to make their own life event changes with Benefits staff approval. The process is all electronic. No more faxing forms!



A. Logging in to the UKG Website

- Go to the UKG website at: <https://e11.UltiPro.com/>
(Feel free to make this a favorite or bookmark! - In the top right corner, click on the star and add bookmark)
- On the login page, enter your username and password. The default username is your work email address in the format **firstname.lastname@archbalt.org**. The default password is your date of birth (mmddyyyy) followed by the first two digits of your social security number (XX). For example, if your date of birth is January 1, 1995, and the first two digits of your social security number are 21, your default password would be **0101199521**.
- After entering your username and password, you will be sent a security token to your work email address. Check your email and retrieve the security token.

Your Ultimate Kronos Group Token



messages-noreply@ultimatesoftware.com

To

Tue 8/15/2023 5:27 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Your Ultimate Kronos Group verification code is 35759.

4. Once you have the security token, enter it on the login page to verify your identity.
5. After successfully verifying your identity, you will be prompted to change your password. The new password must meet the following requirements:
 - Password Length: 15-64 characters
 - Letters: At least 2 letters
 - Uppercase: At least 1 uppercase letter
 - Lowercase: At least 1 lowercase letter
 - Numbers: At least 1 number
 - Special Characters: At least 1 special character (e.g., !@#%^&*)
6. Select the challenge questions that will be used to verify your identity when you reset your password in the future.

UKG

Challenge Questions

Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

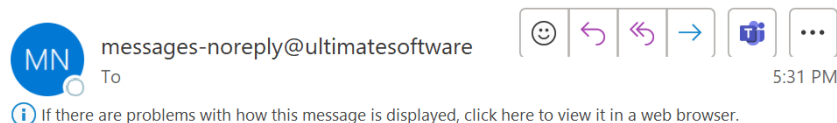
Question 1 In what city were you born?	Answer 1
Question 2 What was the name of your first pet?	Answer 2
Question 3 What is your favorite food?	Answer 3
Question 4 What is your favorite hobby?	Answer 4

Cancel Continue

Powered by UKG

7. Once you have completed the password change process, you will receive a Password Change Confirmation email.

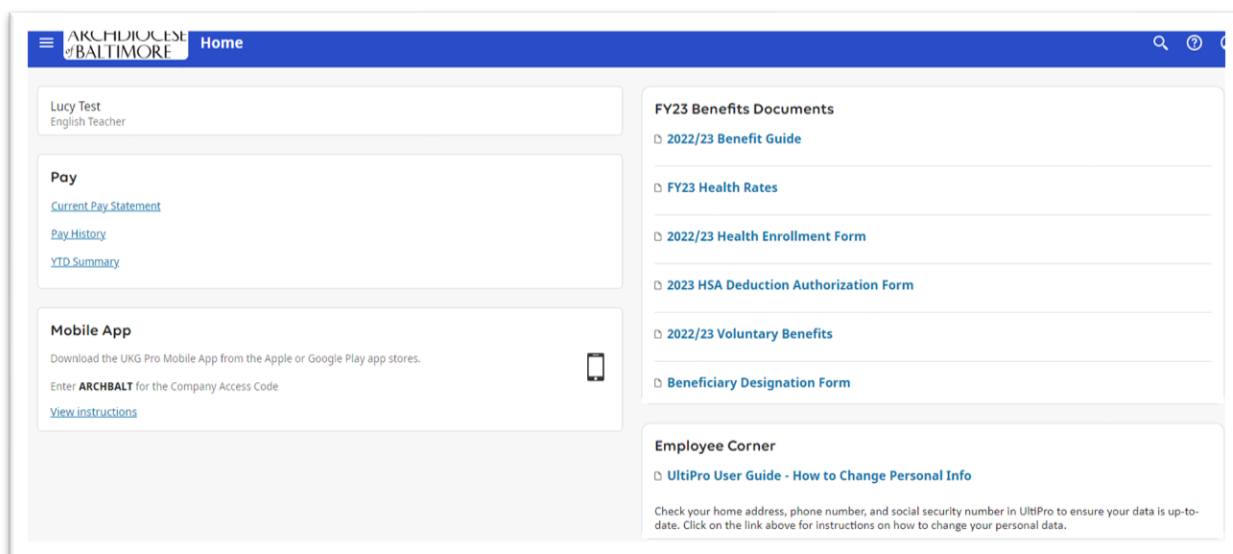
Password Change Confirmation



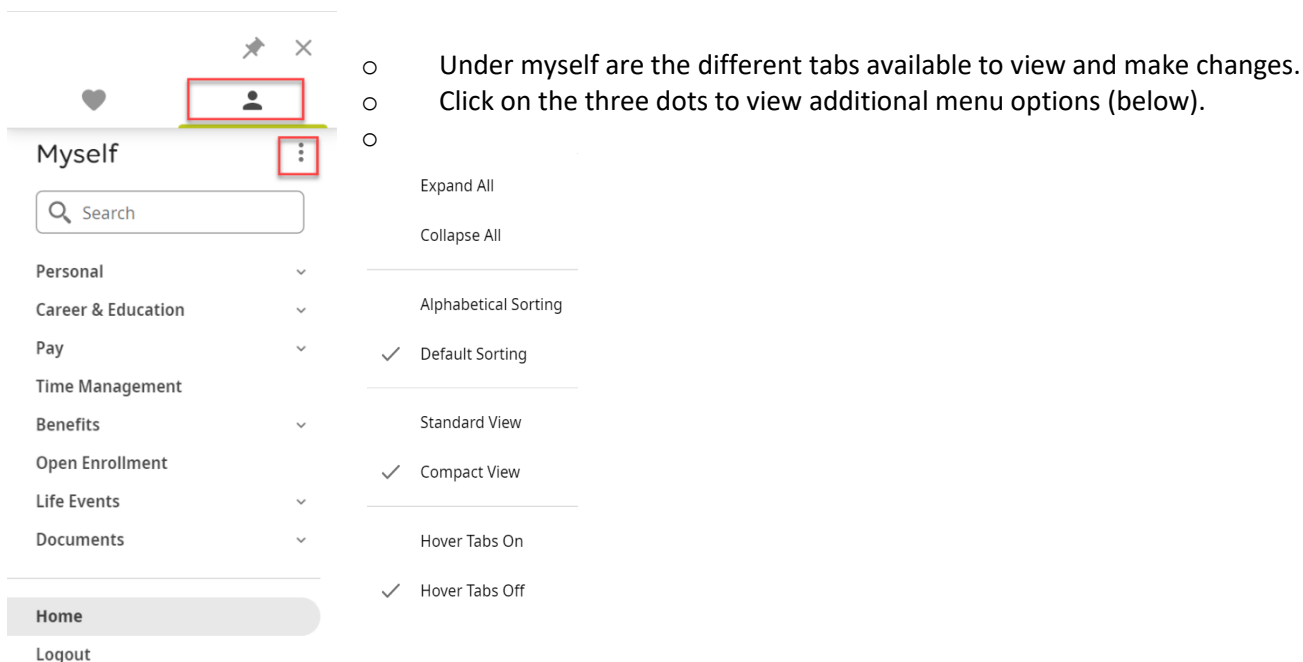
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The password on your UKG Pro account has changed. If you did not initiate this change, please contact your system administrator.

8. You can now log in to the UKG website using your new password. The page will open to the home page below.



9. Click on the three horizontal lines (“hamburger menu”) to open the side navigation menu.



ARCHDIOCESE of BALTIMORE Home

Myself

Search

Personal

- Employee Summary
- Name, Address, and Telephone
- Status/Key Dates
- Contacts
- Emergency Contacts
- Private Info

Jobs

- Job Summary
- Compensation

Career & Education

- Licenses
- Education

Pay

- Current Pay Statement

Lucy Test
English Teacher

Pay

- [Current Pay Statement](#)
- [Pay History](#)
- [YTD Summary](#)

Mobile App

Download the UKG Pro Mobile App from the Apple or Google Play app stores.

Enter **ARCHBALT** for the Company Access Code

[View instructions](#)

FY23 Benefits Documents

- [2022/23 Benefit Guide](#)
- [FY23 Health Rates](#)
- [2022/23 Health Enrollment Form](#)
- [2023 HSA Deduction Authorization Form](#)
- [2022/23 Voluntary Benefits](#)
- [Beneficiary Designation Form](#)

Employee Corner

- [UltiPro User Guide - How to Change Personal Info](#)

Check your home address, phone number, and social security number in UltiPro to ensure your data is up-to-date. Click on the link above for instructions on how to change your personal data.

B. How to Change your Name, Address, and/or Telephone

1. Go to Navigation Menu (3 horizontal lines) >> **Myself** >> **Name, Address, and Telephone** >> click edit.
2. Under **things I can do**, on the right side of the page lists changes that can be made on the selected page; as well as the changes that can be made under the Personal tab.

Myself

Search

Personal

- Employee Summary
- Name, Address, and Telephone**
- Status/Key Dates
- Contacts
- Emergency Contacts
- Private Info

Jobs

- Job Summary
- Compensation

Career & Education

- Licenses
- Education

Name, Address, and Telephone

Prefix: Mrs.
Name: Mrs. Lucy Test
Former last:
Suffix:
Marital status:
Address: 101 Main St, Wise, VA 24293, United States

Primary Home Phone: +1 410-615-0401 (Private)
Primary Work Phone: 4444444444
Work extension:
Work Email: Please ensure 'Work Email' is correct. stephanie.saintfort@archbalt.org
Alternate e-mail:

Alternate Phone Numbers

Type *	Phone	Extension	Country	Country Prefix	Private
Cellular	+1 410-998-9877		United States		☐
Cellular	+1 410-998-0090		United States		☐
Cellular	+1 410-999-9876		United States		☐

Things I Can Do

For This Page

- [Change Name, Address, or Telephone](#)
- [Add Alternate Phone Number](#)

For This Tab Set

- [Add Contact](#)
- [Add Emergency Contact](#)

Learning Resources

- [Personal Resources for Employees](#)

3. Click "Edit"
 - a. **Change name.** Name changes require documentation to be submitted, (i.e. newly issued social security card) before the change request can be approved. Documentation is required within 10 days of submitted change request.

- b. Change name. Save and submit change. The request will be sent to the Benefits team for approval.

Change Name, Address, or Telephone

Effective: 03/16/2023

Prefix: Mrs.

First: Lucy

Middle:

Last: Test

Suffix:

Preferred first: Lucy

Former last:

Marital status:

save cancel print help

- c. **Upload documentation** (This step should be completed after the name change request has been saved and submitted for approval). Please go **under MYSELF>Documents>Employee Documents**. Please load your supporting documentation under the category **Life Event Documents**.

Employee Documents

Find by: Category is Search

View	Document Title	Category	Date Added	Notes	Delete
No records found					

Things I Can Do
For This Page
[Add Employee Document](#)

- d. Choose file to upload. Add title of document. The category is life event. The expiration should be left blank. Save.

Add/Change Document

Document: [Choose File](#) Social Security card.jpeg
File types supported: doc, docx, pptx, ppt, xlsx, xls, xlt, xltx, txt, rtf, tif, png, jpg, jpeg, gif, bmp, pdf, mht, db, zip, xml, log, dpt, odt, ods

Document Title: Social Security card

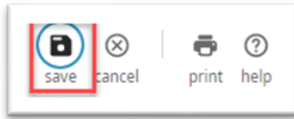
Category: Life Event Documents

Expiration Date: MM/DD/YYYY

Notes:

save cancel print help

- e. You will receive an email requesting documentation to be submitted, if you have not done so after submitting your name change request.
 - f. Address, email and phone numbers can also be changed under this page. If updating work email, please notify HRMS of change, in order to update your username in the system. An alternate “personal email” can also be added as well.
4. Click ‘Save’



5. You will now see summary of the change(s) you made, click submit to complete the change request(s).

Summary

[submit](#) [cancel](#) [print](#) [help](#)

⚠ You must select Submit to complete this request.

Comments

Request Information Show All fields

Change Name, Address, or Telephone

C. Add/Change Alternate phone number

- a. Go to Menu >> Myself >> Employee summary or name, address and telephone >> Things I can do (top left of screen)

Myself

Search

Personal

- Employee Summary
- Name, Address, and Telephone**
- Status/Key Dates
- Contacts
- Emergency Contacts
- Private Info

Jobs

- Job Summary
- Compensation
- Career & Education
- Licenses

Name, Address, and Telephone

Prefix Mrs.
Name Mrs. Lucy Test
Former last
Suffix
Marital status
Address 101 Main St
Wise, VA 24293
United States

Primary Home Phone +1 410-615-0401 (Private)
Primary Work Phone 4444444444
Work extension
Work Email Please ensure 'Work Email' is correct. stephanie.saintfort@archbalt.org
Alternate e-mail

Alternate Phone Numbers

Type *	Phone	Extension	Country	Country Prefix	Private
Cellular	+1 410-998-9877		United States		☐
Cellular	+1 410-998-0090		United States		☐
Cellular	+1 410-999-9876		United States		☐

Things I Can Do

For This Page
[Change Name, Address, or Telephone](#)
[Add Alternate Phone Number](#)

For This Tab Set
[Add Contact](#)
[Add Emergency Contact](#)

Learning Resources ⓘ
[Personal Resources for Employees](#)

Add/Change Alternate Phone Number

Myself

Search

Personal

Employee Summary

Name, Address, and Telephone

Status/Key Dates

Contacts

Emergency Contacts

Private Info

Type

Country

Country prefix

Number

Extension

Private

delete save reset cancel print help

Things I Can Do

For This Tab Set

[Change Name, Address, or Telephone](#)

[Add Alternate Phone Number](#)

[Add Contact](#)

[Add Emergency Contact](#)

Learning Resources

[Personal Resources for Employees](#)

b. Click “save”

D. How to Change your Emergency Contacts

1. Go to Menu >> Myself >> Emergency Contacts

Emergency Contacts

Status: Active

Name	Relationship	Preferred Phone
Mom_Test	Mother	+1 301-999-7878 (Home)

add print help

Things I Can Do

For This Page

[Add Emergency Contact](#)

For This Tab Set

[Change Name, Address, or Telephone](#)

[Add Alternate Phone Number](#)

[Add Contact](#)

Learning Resources

[Personal Resources for Employees](#)

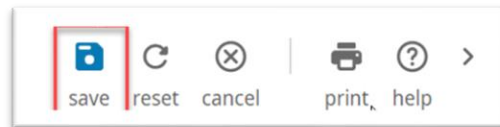
2. To add an emergency contact:

i. Click ‘Add’

add print help

ii. Enter information you want to add

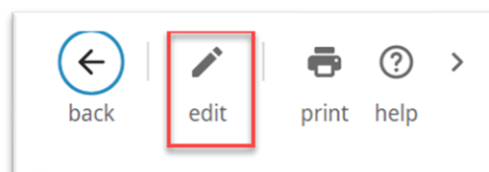
iii. Click ‘Save’



iv. You will now see your new emergency contact listed

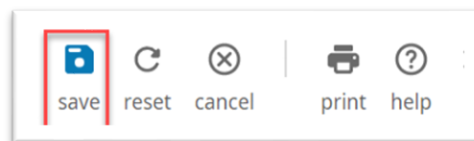
3. To make a change to an existing emergency contact:

- i. Click on the emergency contact's name link
- ii. Click 'Edit'



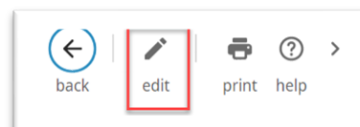
iii. Update the fields that you want to change

iv. Click 'Save'

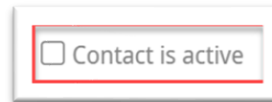
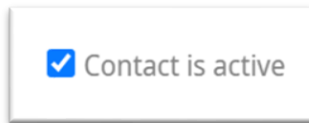


4. To inactivate an emergency contact:

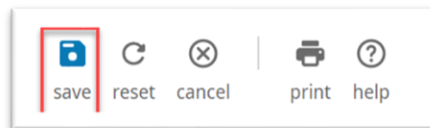
- i. Click on the emergency contact's name link
- ii. Click 'Edit'



iii. Uncheck the "Contact is active" checkbox



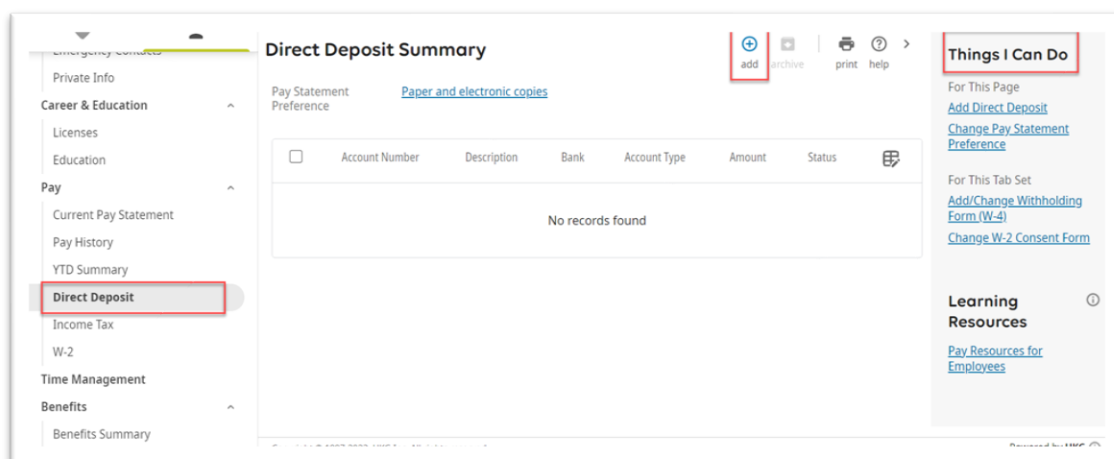
- iv. Click 'Save'



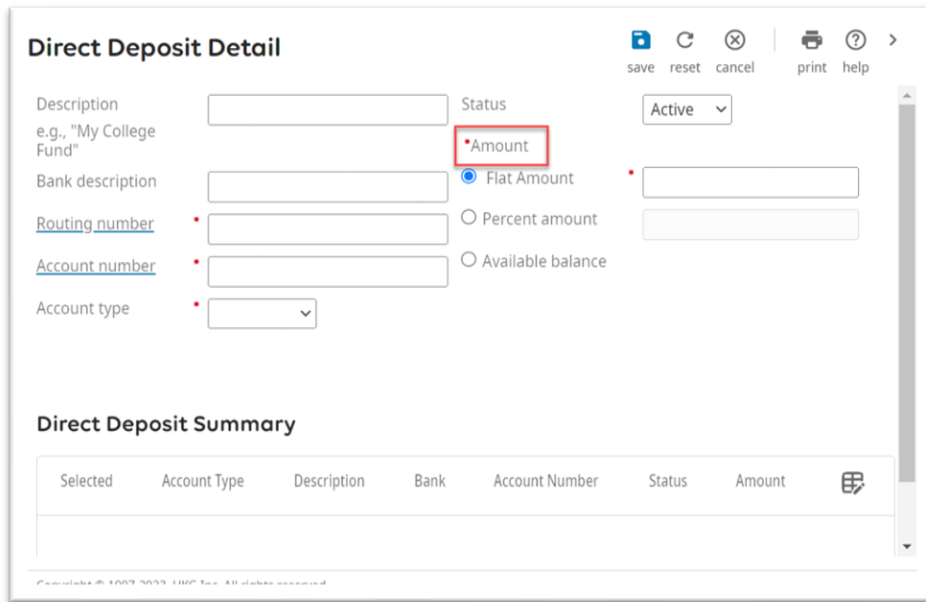
- v. You will now no longer see the emergency contact in your active emergency contacts

E. How to add Direct Deposit

1. Go to Menu >> Myself >> Pay >> Direct Deposit



2. Click "Add"



Direct Deposit Detail

save reset cancel print help

Description Status

e.g., "My College Fund"

Bank description

***Amount**

☒ Flat Amount

☐ Percent amount

☐ Available balance

Routing number

Account number

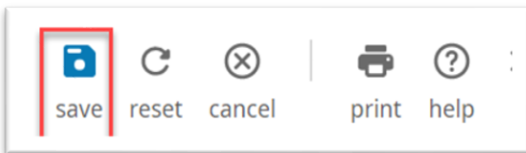
Account type

Direct Deposit Summary

Selected	Account Type	Description	Bank	Account Number	Status	Amount
----------	--------------	-------------	------	----------------	--------	--------

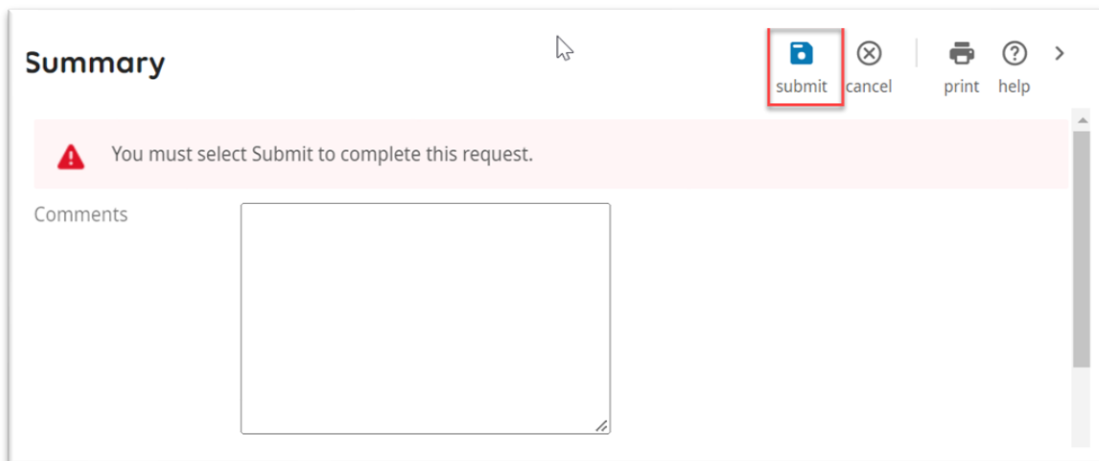
Proceed to: EMP 0000 EMP Form All details are saved

3. Enter banking information and the amount.
4. Select available balance for if adding only one account total. To add multiple, please select either a flat \$ amount or percent amount.
5. For multiple accounts, the default account you want the remaining balance to go to, select "available balance" for that account.
6. Click "Save"



save reset cancel print help

7. Click "Submit" to complete request



Summary

submit cancel print help

! You must select Submit to complete this request.

Comments

F. How to Add/Change Withholding Form (W-4)

1. On the right, under things I can do, click on Add/change withholding form (W-4).
2. On the Withholding forms page, you will find the links to the Federal (W-4) and Maryland (MW507) form.

Income Tax Summary

print help

Things I Can Do

For This Page
[Add/Change Withholding Form \(W-4\)](#)

For This Tab Set
[Add Direct Deposit](#)
[Change Pay Statement Preference](#)
[Change W-2 Consent Form](#)

Learning Resources
[Pay Resources for Employees](#)

Description	Form	History	Filing Status	Multiple Jobs	Claimed Allowances	Additional Allowances
Federal Income Tax	Paper	🕒	Single/Married filing separately			
MD State Income Tax	Paper	🕒	SINGLE		1	0
Baltimore City CITY						
Test						

3. Click on the form you would like to update and follow the screen prompts to make your selections.

Withholding Forms (W-4)

back print help

Things I Can Do

For This Tab Set
[Add Direct Deposit](#)
[Change Pay Statement Preference](#)
[Add/Change Withholding Form \(W-4\)](#)
[Change W-2 Consent Form](#)

Learning Resources
[Pay Resources for Employees](#)

Add/Change Withholding Form (W-4)

Description	Form
Federal	Employee's Withholding Certificate (W-4) Certificado de Retenciones del Empleado (W-4/SP) Employee's Withholding Certificate (W-4 (Non-Resident Alien))
Maryland	Maryland (MW507)

Current Withholding Forms

Regular Wages

4. Federal Tax Form W-4

Withholding - Federal

Federal Tax Form W-4

[Full Instructions](#)

*** Are your paychecks subject to Federal income tax?**
 You can only select No if both of the following are true:
 - Last year no Federal taxes were withheld from my paycheck
 - This year no Federal taxes should be withheld from my paycheck

☒ Yes
☐ No

*** Step 1: Personal Information - Filing Status**

☒ Single or Married filing separately
☐ Married filing jointly or Qualifying surviving spouse
☐ Head of household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

*** Step 2: Do you hold more than one job at a time?**

next cancel help

- Click "Next"
- Check attestation checkbox and click "sign and save"

Withholding - Federal

Federal Tax Form W-4

☒ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Sign & Save

back cancel help

1 of 4 Automatic Zoom

Form W-4 Employee's Withholding Certificate
 Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS. OMB No. 1545-0074 2023

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Fake	Test	XXX-XX-2345
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.
	1 Fake Place City or town, state, and ZIP code Baltimore, MD 21201		
(c) ☒ Single or Married filing separately			

- Click "Submit" to complete request

Summary

[submit](#) [cancel](#) [print](#) [help](#)

 You must select Submit to complete this request.

Comments

Request Information Show All fields

EmployeeWithholding

5. Maryland (MW507) Form

Withholding Forms (W-4) [back](#) [print](#) [help](#)

Add/Change Withholding Form (W-4)

Description	Form
Federal	Employee's Withholding Certificate (W-4) Certificado de Retenciones del Empleado (W-4(SP)) Employee's Withholding Certificate (W-4 (Non-Resident Alien))
Maryland	Maryland (MW507)

Current Withholding Forms

Regular Wages

Things I Can Do

For This Tab Set

- [Add Direct Deposit](#)
- [Change Pay Statement Preference](#)
- [Add/Change Withholding Form \(W-4\)](#)
- [Change W-2 Consent Form](#)

Learning Resources

- [Pay Resources for Employees](#)

Withholding - Maryland

Maryland Tax Form MW507

*** County of Residence**
Nonresidents enter Maryland county (or Baltimore City) where you are employed.
Allegany

*** Filing Status**
☒ Single
☐ Married (surviving spouse or unmarried Head of Household) Rate
☐ Married, but withhold at Single rate

*** Exemptions MW507 Line 1**
Enter the total number of exemptions you are claiming not to exceed line f of the Personal Exemptions Worksheet. See [Full Instructions](#) (page 2) for details.
1

next cancel help

- Click "Next"
- Check attestation checkbox and click "sign and save"

Withholding - Maryland

Maryland Tax Form MW507

☒ Under the penalty of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming exemption from withholding, that I am entitled to claim the exempt status.

Sign & Save

back cancel help

1 of 2 Automatic Zoom

MARYLAND FORM MW507

Purpose. Complete Form MW507 so that your employer can withhold the correct Maryland income tax from your pay. Consider completing a new Form MW507 each year and when your personal or financial situation changes.

Basic Instructions. Enter on line 1 below, the number of personal exemptions you will claim on your tax return. However, if you wish to claim more exemptions, or if your adjusted gross income will be more than \$100,000 if you are filing single or married filing separately (\$150,000, if you are filing jointly or as head of household), you must complete the Personal Exemption Worksheet on page 2. Complete the Personal Exemption Worksheet on page 2 to further adjust your Maryland withholding based on itemized deductions, and certain other expenses that exceed your standard deduction and are not being claimed at another job or by your spouse. However, you may claim fewer (or zero) exemptions.

their wages is required.

If you are domiciled in the District of Columbia, Pennsylvania or Virginia and maintain a place of abode in Maryland for 183 days or more, you become a statutory resident of Maryland and you are required to file a resident return with Maryland reporting your total income. You must apply to your domicile state for any tax credit to which you may be entitled under the reciprocal provisions of the law. If you are domiciled in West Virginia, you are not required to pay Maryland income tax on wage or salary income, regardless of the length of time you may have spent in Maryland.

Under the Servicemembers Civil Relief Act, as amended by the Military Spouses Residency Relief Act, you may be exempt from Maryland income tax on your wages if (i) your spouse is a member of the armed forces present in Maryland in

Summary

submit cancel print help

You must select Submit to complete this request.

Comments

Request Information

EmployeeWithholding

Show All fields

G. How to Print Form W-2

1. Go to Menu >> Myself >> Pay >> W-2
2. Select tax year that you are looking for from the drop down menu
3. Click “Search”

Form W-2 Wage and Tax Statement

print help

Information

- Per your election, you will only receive an electronic copy of U.S. Form W-2.
- Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing your selection.
- The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.

Find by Tax Year is [dropdown] Search

Year Form Company

No records found

Things I Can Do

For This Page
[Change W-2 Consent Form](#)

For This Tab Set
[Add Direct Deposit](#)
[Change Pay Statement Preference](#)
[Add/Change Withholding Form \(W-4\)](#)

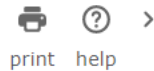
Learning Resources

[Pay Resources for Employees](#)

4. Select tax year that you are looking for from the drop down menu
5. Click “Search”
6. Click on the year. The W-2 will open on the next screen.

Find by	Tax Year	is	2022	Search
Year	Form	Company		
2022	W-2	Archdiocese of Baltimore		

7. Click "Print". A pop-up window will open, click print again.



H. How to change W-2 consent

1. Go to Menu >> Myself >> Pay >> W-2 >> Things I can do >> Click on "Change W-2 consent form".
2. You will have the option to receive your W-2 electronically or receive a paper copy in the mail.

Form W-2 Wage and Tax Statement

print help

Information

- Per your election, you will receive a paper copy of U.S. Form W-2.
- If you do not consent to receive your Forms W-2 electronically, you will receive a paper Form W-2. Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing your selection.
- The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.

Find by Tax Year is 2022 Search

Year	Form	Company
No records found		

Things I Can Do

For This Page

[Change W-2 Consent Form](#)

For This Tab Set

[Add Direct Deposit](#)

[Change Pay Statement Preference](#)

[Add/Change Withholding Form \(W-4\)](#)

Learning Resources

[Pay Resources for Employees](#)

Form W-2 Wage and Tax Statement Consent

save cancel print help

Information

- Per your election, your employer is providing you with a paper copy of your U.S. Form W-2 which you can file with your Federal, state or local tax returns.
- If you do not consent to receive your Forms W-2 electronically, you will receive a paper Form W-2. Consent applies to all Forms W-2 and W-2C issued after consent is given and will remain until consent is withdrawn by changing your election. To obtain a paper copy you may change your election at any time; however changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing the selection on this page and clicking the Save button.
- The provision of an employee's Form W-2 by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.

U.S. W-2

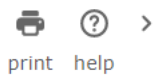
☐ Go Paperless! I consent to receive my Form W-2 electronically. 🌱

☒ I want to receive a paper copy of my Form W-2.

I. How to Print Form 1095-C

1. Go to Menu >> Myself >> Benefits >> 1095-C

2. Select year that you are looking for from the drop down menu
3. Click “Search”
4. Click on the year. The 1095 - C will open on the next screen.
5. Click “Print”



J. How to change 1095-Cconsent

1. Go to Menu >> Myself >> Benefits >> 1095-C >> Things I can do >> Click on “Change form 1095-C consent”.
2. You will have the option to receive your 1095-C electroically or receive a paper copy in the mail

Change Form 1095-C Consent

save cancel print help

Information

- Per your election, you will receive a paper copy of U.S. Form 1095-C.
- If you do not consent to receive your Form 1095-C electronically, you will receive a paper Form 1095-C. After consent is given, that consent applies to all Forms 1095-C issued, including any corrected 1095-C(s), and remains in effect until consent is withdrawn by changing your election. To obtain a paper copy, you may change your election at any time; however, changes will not take effect for forms already issued. You can withdraw consent to online delivery at any time by changing your selection.
- The provision of an employee's Form 1095-C by electronic format may or may not cease upon cessation of individual's employment. Contact your employer for details.

Form 1095-C

☐ Go Paperless! I consent to receive my Form 1095-C electronically.
 ☒ I want to receive a paper copy of my Form 1095-C.

K. Add Licenses / Certifications

- Navigate to myself >> Career and education >> Licenses
- Click "add"

Licenses and Certifications add delete print help

Myself

Personal

Jobs

Career & Education

Licenses

Education

Pay

Received	License / Certification	Number	Type	Certification Area	Renewal	Notes	Delete
09/01/2017	Advanced Prof Cert		Teacher Certifications	Administrator 1	01/01/1900		☐
	Advanced Prof Cert	B	Teacher Certifications	Biology 5-12	06/30/2021		☐
	Standard Prof Cert I		Teacher Certifications	History 7-12	01/01/1900		☐

Things I Can Do

For This Page

[Add Licenses/Certifications](#)

For This Tab Set

[Add Education](#)

Add/Change License or Certification

License / Certification *

Number

Received

Renewal

Certification Area

Notes

save reset cancel print help

1. **License / Certification** – Add the license or certification **type** from the drop down. The type is listed under the 'Type' header on the certificate. If the value you are looking for is not available, please see the HRMS team to have it added to the list.
 2. **Number** – Add the highest level of education listed on the certification using the key.
 - a. H = High School
 - b. A = Associates
 - i. B = Bachelors
 - c. M = Master's
 - d. D = Doctorate
 3. **Received** – Add the date the certification was received listed under the 'Valid' menu on the certificate, if applicable.
 4. **Renewal** – Add the renewal date, if applicable. This is the second half of the 'Valid' date on the certificate.
 5. **Provider** – Use the Provider drop down to add the "Certification Areas" from the certificate. If the value you are looking for is not available, please see the HRMS team to have it added to the list.
- c. Click 'Save' when your changes are completed to update the system.
- d. Below is a sample form and then the fields that each field corresponds to in the system (follow the red arrow).

2016 Educator Credential



MARYLAND EDUCATOR CERTIFICATE

PENNY TEST

is issued this certificate on the basis of having met the legal requirements in the State of Maryland.

EDUCATOR ID 9999	HIGHEST DEGREE Bachelor's	TYPE PCC (Professional Eligibility Certificate)	Certification / License	VALID 7/1/2016 - 6/30/2021	Renewal
Number (H, A, B, M, D) See Key		CERTIFICATION AREAS Elementary Education 1-6	Provider		
		ANCILLARY CREDITS (Reading 12) (Special Education)			

It is the responsibility of the holder of this certificate to know the current certification requirements and to renew this certificate prior to the expiration date.

Given at Baltimore, Maryland, by
Karen Belknap, Ph.D.
State Superintendent of Schools

Key

- High School
- Associates
- Bachelors
- Masters
- Doctorate

e. . Click 'Save' when your changes are completed to update the system.

L. Add Education

- Navigate to myself >> Career and education >> Education
- Click "add"

Myself

Search

- Personal
 - Employee Summary
 - Name, Address, and Telephone
 - Status/Key Dates
 - Contacts
 - Emergency Contacts
 - Private Info
- Jobs
 - Job Summary
 - Compensation
- Career & Education
 - Licenses
 - Education

Education

add delete print help

School	Major	Level	Highest Level	Graduated	GPA	Notes	Delete
Boston College	Business Administration	Masters of Education	☒	☐	0.00		☐
Auburn University	Accounting	Bachelors	☐	☐	0.00		☐

Things I Can Do

For This Page
[Add Education](#)

For This Tab Set
[Add Licenses/Certifications](#)

Add/Change Education

School
 From
 To
 Graduated ☐
 Years
 Major
 Minor
 Location
 Level
 Highest level ☐
 GPA
 Rank
 Notes

save reset cancel print help

1. **School** – Select the school from the drop-down list, if the school is not on the drop down, contact the HRMS team to have it added.
 1. **From / To** – Add the dates the employee attended the school.
 2. **Graduated** – Check only if the person has graduated.
 3. **Major** – Select the major from the drop-down list, if the major is not there; contact the HRMS team to have it added.
 4. **Level** – Select the level of education from the drop-down list.
 5. **Highest Level**- Check if this was the highest level of education the employee attained. This is used in reporting, so please be sure to do this for our reports.
 6. **GPA** – Add the GPA, if available or applicable.
- c. Click 'Save' when your changes are completed to update the system.

M. Add Certification Document to Employee's Record

- a. Navigate to myself >> Documents >> Employee Documents
- b. Click "add"

1. **Document** – Click on choose file to upload the document (License/certificate). This document should be save as described in the steps above.
 2. **Document Title** – The title should be the type of certification, last name, and renewal date. Follow this example: PEC_Test_20210630
 - a. Note: This name does not need to match the named you saved the certificate under. The saving name is important so we can find and move the certifications if we need, in the future.
 3. **Category** – drop down to select ‘Certifications.’
 4. Expiration date– Add the expiration date of the certificate, equal to the renewal date
- C. Click “save” to upload document.