

Add New Employee Pre-Employment Information (For State and Research Foundation Employees)



Before you add a new employee to the database you must first go to the **Search Match** page and search the PS database to make certain that the person does not already exist.

The person that you are hiring may exist in the database already for the following reasons:

- They are an active, current employee at the University, UHMC or Long Island State Veterans Home
- They are a current or past student of the University
- They are a retired or terminated employee
- They are an “affiliate” of the University (i.e., volunteer, temporary worker, visitor, etc.)

Navigation to Search/Match:

Workforce Administration > Personal Information > Search for People

Click the *Personal Data 1* tab

The **Effective Date** will default to the today's date.

Personal Data 1 | Contact Information | Eligibility/Identity | SB Personal Data | P

Emplid: NEW

Name

*Effective Date: 03/12/2010

*Format Type: English

Display Name: [Add Name](#)

Click the **Add Name** link

Edit Name

English Name Format

Prefix: Mr.

First Name: Sammy Middle Name:

Last Name: Rant

Suffix:

Refresh Name Display Name:

Formal Name:

Name:

OK Cancel

Complete the name information and click OK.

Personal Data 1 | Contact Information | Eligibility/Identity | SB Personal Data | Pre Employment

Emplid: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 03/12/2010 + -

*Format Type: English

Display Name: Sammy Rant [Edit Name](#)

Biographic Information

Date of Birth: 03/11/1980 30 Years 0 Months Date of Death: []

Birth Country: USA United States

Birth State: []

Birth Location: [] Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 03/12/2010 + -

*Gender: Male

*Highest Education Level: G-Bachelor's Level Degree

*Marital Status: Single As of: []

Language Code: []

Alternate ID: [] Full-Time Student

National ID Customize | Find | View All First 1 of 1

Country	*National ID Type	National ID	Primary ID	National ID Expiry Date
USA	Social Security Number	055-84-0000	<input checked="" type="checkbox"/>	

Biographic Information:

Enter the **Date of Birth (mmddyyyy)**.

Select the **Birth Country**.

Biographical History:

In the **Effective Date** field, enter the employee's **hire date**. You cannot enter a **future date**. If the hire date is in the future then leave today's date.

Select the **Gender**.

Select the **Highest Education Level**.

Select the **Marital Status**.

Enter the **National ID** (Social Security Number).

Click the *Contact Information* tab

Enter the person's **Home Address**:

Personal Data1 **Contact Information** Eligibility/Identity SB Personal Data Pre Employment

Emplid: NEW

Address Type	As Of Date	Status	Address	
Home	03/12/2010	A		Add Address Detail + -

Phone Information

*Phone Type	Telephone	Extension	Preferred	
			<input checked="" type="checkbox"/>	+ -

Email Addresses

*Email Type	*Email Address	Preferred	
		<input type="checkbox"/>	+ -

Save

Address History

Address Type: Home

*Effective Date	Country	*Status	Address:	
03/12/2010	USA	A		Add Address

OK Cancel

Edit Address

Country: United States [Change Country](#)

Address 1: 1000 Main St.

Address 2:

Address 3:

City: Stony Brook State: NY New York Postal: 11790

County:

OK Cancel

Address History

Address Type: Home

*Effective Date	Country	*Status	Address:	
03/12/2010	USA	A	1000 Main St. Stony Brook, NY 11790	Add Address

OK Cancel

To add a Mailing address:

Personal Data | **Contact Information** | Eligibility/Identity | SB Personal Data | Pre Employment

Emplid: NEW

Address Type	As Of Date	Status	Address	
Home	03/12/2010	A	1000 Main St. Stony Brook, NY 11790	Edit/View Address Detail + -
Mailing				Add Address Detail + -

Click the **Add a New Row** button

Select **Mailing** for the Address Type

Click **Add Address Detail**

Address History

Address Type: Mailing

*Effective Date	Country	*Status	Address:	
03/12/2010	USA	A		+ -

OK Cancel

Click **Add Address**

Edit Address

Country: United States [Change Country](#)

Address 1: P.O. Box 1234

Address 2:

Address 3:

City: Stony Brook State: NY New York Postal: 11790

County:

OK Cancel

Enter the Mailing Address and click **OK**

Address History

Address Type: Mailing

*Effective Date	Country	*Status	Address:	
03/12/2010	USA	A		+ -
03/12/2010	USA	A	P.O. Box 1234 Stony Brook, NY 11790	+ -

OK Cancel

Click **OK** again

Personal Data1 **Contact Information** Eligibility/Identity SB Personal Data Pre En

Emplid: NEW

Current Addresses Customize | Find | View All | First 1-2 of 2

Address Type	As Of Date	Status	Address	
Home	03/12/2010	A	1000 Main St. Stony Brook, NY 11790	Edit/View Address Detail
Mailing	03/12/2010	A	P.O. Box 1234 Stony Brook, NY 11790	Edit/View Address Detail

Phone Information Customize | Find | First 1-2 of 2

*Phone Type	Telephone	Extension	Preferred	
Home	631/555-1113		<input checked="" type="checkbox"/>	+ -
Office 1	631/632-8888		<input type="checkbox"/>	+ -

Email Addresses Customize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred	
		<input type="checkbox"/>	+ -

Save


Notice the Addresses listed here

Enter the Phone information here

Enter the Phone Information:

Select **Home** for the **Phone Type** and enter the complete telephone number including area code.

Select the **Preferred** option.

Office Phone is also required. To add it, click the **Add a new row button**  and choose **Office 1** as the **Phone Type**.

De-select the **Preferred** option if selected. Only one phone type should be marked as **Preferred**.

The **Campus Email** information will be populated automatically. Add the home/personal email if known.

Click the *Eligibility/Identity* tab

Personal Data | Contact Information | **Eligibility/Identity** | SB Personal Data | Pre Employment

Emplid: NEW

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region: USA United States Ethnic Group: WHITE White Primary

History Find | View All First 1 of 1 Last

Effective Date:

Date Entitled to Medicare: Military Status: Not indicated

Citizenship (Proof 1):

Citizenship (Proof 2):

Eligible to Work in U.S.

I9 Eligibility Type: CZ/NAT US I9 Completion Dt:

I9 Proof 1 Exp Dt: I9 Proof 2 Exp Dt:

Save

Select the **Ethnic Group**.

Select the **Military Status**.

I9 Information will be completed by HRS staff.

Click the SB Personal Data tab

Personal Data1 | Contact Information | Eligibility/Identity | **SB Personal Data** | Pre Employment

Emplid: NEW

State or Research Employee: RF Clinical Indicator Military Reservist

Domestic Partner/Spouse Name: Retired Person Volunteer Fireperson

Campus ID/ Pseudo ID

Citizenship Status				Customize	Find	First	1 of 1	Last
	Country	Status	Dependent ID					
1	USA	United States	Native					


Save

Enter the **Domestic Partner/Spouse Name**.

Under **Citizenship Status**, select **USA** as the **Country**.

Then select the person's **Status** in this country. This will be **Native** for US Citizens and for Non-US Citizens it will be one of the other options in the list:

Description
Native
Naturalized
Alien Permanent
Alien Temporary
Permanent Resident
Employment Visa
Undocumented Alien
Other
Not Indicated

If this is a Non-US citizen, click the **Add a new row**  button and select the person's **Country** of citizenship. Then select **Native** for the **Status** in that country.

If the person doesn't have a Social Security Number and they've been assigned a temporary USB number enter it in the **Campus ID/Pseudo ID** field. Otherwise, leave this field blank.

Click the *Pre-Employment* tab

The information on this page must be completed for all **new** State and Research employees. It is also used to facilitate getting an ID Card (not a Badge), SOLAR account, Notes email account and Library access for employees **BEFORE** the hire process is completed by HR. This can be done by making the **Effective Date** up to 70 days before the employee's hire date.

Personal Data1 Contact Information Eligibility/Identity SB Personal Data **Pre Employment**

Emplid: NEW

Zip + 4: 3382 Building #: 005 OFFICE ADDRESS Room: S5120
Melville Library

Pre-Employment Find | View All First 1 of 1 Last

Action Dt: 03/12/2010 Hire Dt: 03/12/2010 *Eff Date: 03/12/2010

Business: USBNY *Dept: 84083500 DEPTID required Client Support

Unit: Status: Active Fac/Staff SOLAR Email Notes Library
 Southampton Employee
 Terminated Employee

Title: Pre-Employment

Save

Enter the **Office Address** information.

Enter the **Hire Date**.

Enter the **Eff Date** - this is the date that you want this pre-employment information to become effective. This date can be today's date or up to 70 days BEFORE the employee's hire date for those employee's who need to obtain an ID Card, SOLAR account, Notes email account and/or Library access early. Do not enter a date earlier than today!

Select the **Business Unit** – **RSFND** (for Research) or **USBNY** (for State).

Enter the **Dept ID** (6-digit budget account code followed by 2 zeros).

Status should default to **Active** when adding a new employee. It will automatically be changed to **Inactive** once the Hire process is completed by Human Resources.

If the employee needs **Email Notes** or **Library** access select these options.

The **Fac/Staff** and **SOLAR** indicators will be turned on when you enter the Dept ID. This information is used to indicate that the new employee needs an ID Card and SOLAR account.

If this is a **Southampton employee** select this option.

You will only **Add a New Row (+)** if you need to change any of this information after it is entered and saved. Remember to add the **Effective Date** if you do make a change!

Save the Employee Personal Data

The screenshot shows the 'Pre Employment' tab of a PeopleSoft form for 'Sammy Rant'. The 'Emplid' field is highlighted with a red box and contains the value '107502683'. Below this, there are fields for 'Zip + 4:' (3382), 'Building #:' (005), and 'Room:' (S5120). The 'OFFICE ADDRESS' is 'Melville Library'. The 'Pre-employment' section includes 'Action Dt:' (03/12/2010), 'Hire Dt:' (03/12/2010), and '*Eff Date:' (03/12/2010). It also shows 'Business Unit:' (USBNY), '*Dept:' (84083500), and 'Client Support'. The 'Status' is 'Active' with checkboxes for 'Fac/Staff', 'SOLAR', 'Email Notes', 'Library', 'Southampton Employee', and 'Terminated Employee'. The 'Title' is 'Pre-Employment'. At the bottom left, the 'Save' button is highlighted with a red box.

Once you've entered all of the required information on the pages in the **Employee Personal Data** component click the **SAVE** button.

Notice that the new employee has been assigned a **EmplID (Stony Brook ID)** number.

Now go ahead and complete the **Person Profile** page, **Emergency Contact** page, and the **Office Address** page.

And then Print the **Hire Form**, complete it and submit for the necessary approvals.

The person's status in PeopleSoft will still be "**Non-employee**" until HR receives the paperwork and completes the hire in PeopleSoft.

Emergency Contact

Navigation:

SBU > SBU Human Resources > Use > Emergency Contact

The screenshot shows a web form for adding an emergency contact for an employee named Sammy Rant (Emplid: 107502683). The form is divided into several sections: 'Emergency Contact', 'Contact Address', and 'Contact Phone'. In the 'Emergency Contact' section, the contact name is 'Rant, Maggie', the relationship is 'Spouse', and the 'Primary Contact' checkbox is checked. There are also checkboxes for 'Same Address as Employee' and 'Same Phone as Employee'. The 'Contact Address' section shows the country as 'USA' and the address field is empty. The 'Contact Phone' section shows the phone number '631/555-1113'. A yellow callout bubble with a black border points to a '+ -' button in the top right corner of the 'Emergency Contact' section, with the text: 'To add another Emergency Contact click the Add a New Row (+) button'.

Enter the **Contact Name**.

Select the **Relationship to the Employee**.

Indicate whether this is the **Primary Contact** by checking this box.

Enter the **Address** and home **phone** information. If this is the same as the employee's home address/phone just click the box "**Same Address and Same Phone as Employee**" and the information will fill in.

If the contact has other phone numbers that you'd like to record, click the **Other Phone Numbers** tab and complete that page. You can add as many phone numbers as you'd like on this page by clicking the **Add a New Row (+)** button.



Click **Save**

Add Education

The **Person Profile** page is used to track *Education, Licenses/Certifications* and Languages. Department users can only add this information for new employees (who do not have a job record in PeopleSoft yet). To update this information for existing employees, contact Human Resource Services.

Navigation:

SBU > SBU Human Resources > Use > Person Profile

Person Profile

EmpID: 107531162 Sammy Rant
Profile Type: PERSON Person
***Profile Status:** Active
Status Date: 03/12/2010
***Description:** Person Profile
Comments:

[Competencies](#) [Responsibilities](#) [Qualifications](#) **Education**

▼ 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)
There are currently no Degrees for this profile. Please add one if required.
+ 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

► Profile Groups
[+ Add Profile to Group](#)

Save Submit Cancel

When you come to the Person Profile page, click the **Education** link

Then, click **Add New Degrees**

Enter the information provided on the *Demographic Form* or as it appears on the *diploma*:

Person Profile

Add New Degrees

EmpID: 107531162 Sammy Rant

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:** BS Bachelor of Science

Content Type: DEG Degrees

***Effective Date:** 03/12/2010

***Status:** Active

Country: USA United States

State: NY New York

Major Code: 0506 Business Management & Administ

School Code: 002722 Fordham University

Minor:

Average Grade:

Year Acquired: **Graduated**

GPA:

Graduated

Terminal Degree for Discipline

Date Acquired:

Major: Business Management & Administ

Faculty Name (JPN):

Sub-Faculty Name (JPN):

Educator:

Minor:

School: Fordham University

OK **Cancel** **Apply and Add Another**

Select the **Degree.**

Enter the **Country.**

Enter the **State.**

Select the **Major Code.**

Select the **School Code.**

Enter the **Year Acquired.**

Select the **Graduated** checkbox.

(If entering more than one Degree, click **Apply and Add Another**).

Click **OK.**

[Competencies](#) [Responsibilities](#) [Qualifications](#) [Education](#)

▼ 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	

[+ 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](#)

▶ Profile Groups
[+ Add Profile to Group](#)

You will see the Degree listed here but it will not be posted until it is submitted.

Click **Save**.

1 item(s) saved

[Competencies](#) [Responsibilities](#) [Qualifications](#) [Education](#)

▼ 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)
 There are currently no Degrees for this profile. Please add one if required.

[+ 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](#)

▶ Profile Groups
[+ Add Profile to Group](#)

Notice that the Degree is saved but not posted to the Person Profile yet.

You must click **Submit** to post it.

Person Profile

Summary of Changes

Sammy Rant

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) Find | View All | First 1 of 1 Last

Disposition	Degree	ID
Add	Bachelor of Science	BS

Submit **Cancel**

Click **Submit** one more time to complete the transaction.


[Competencies](#) [Responsibilities](#) [Qualifications](#) [Education](#)

▼ 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 of 1 Last

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](#)

► Profile Groups

+ Add Profile to Group

Save **Submit** **Cancel** 

Now the Degree is now posted to the Person Profile.

If you made an error and need to delete the degree click the delete button (the trash can).

Click **Save**.

Licenses and Certifications

The **Person Profile** page is used to track *Education, Licenses/Certifications* and *Languages*. Department users can only add this information for new employees (who do not have a job record in PeopleSoft yet). To update this information for existing employees, contact Human Resource Services.

Navigation:

SBU > SBU Human Resources > Use > Person Profile

Person Profile

EmpID: 107531162 Sammy Rant

Profile Type: PERSON Person

*Profile Status: Active

Status Date: 03/12/2010

*Description: Person Profile

Comments:

[Competencies](#) [Responsibilities](#) **Qualifications** [Education](#)

▼ 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.

When you come to the Person Profile page, click the **Qualifications** link

Then, click **Add New Licenses and Certifications**

Enter the information provided on the *Demographic Form* or as it appears on the *License/Certification*:

Person Profile

Add New Licenses & Certifications

EmpID: 107531162 Sammy Rant
 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

*License: EMT Emergency Medical Technician
 Content Type: LIC Licenses & Certifications
 *Effective Date: 03/15/2010
 *Status: Active
 Country: USA United States
 State: NY New York
 Renewal Required
 Renewal In Progress
 License Verified
 Expiration Date: 06/01/2012
 Issue Date:
 License/Certification Number: ABC1234
 Issued By:

OK Cancel Apply and Add Another

Select the **License**.
 Select the **Country**.
 Select the **State**.
 Enter the **Expiration Date**.
 Enter the **Issue Date**.
 Enter the **License/Certification Number**.
 Enter the **Issued By** information.
 (If entering more than one License/Certification, click **Apply and Add Another**).
 Click **OK**.

▼ Licenses & Certifications (Approval Not Required) Find | View All First 1 of 1 Last

ID	License
EMT	Emergency Medical Technician

+ 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

► Profile Groups
 + Add Profile to Group

Save Submit Cancel

You will see the License/Certification listed here but it will not be posted until it is submitted.

Click **Save**.

★ 1 item(s) saved

[Competencies](#) [Responsibilities](#) [Qualifications](#) [Education](#)

▼ 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](#)

▶ Profile Groups
[+ Add Profile to Group](#)

Notice that the License/
Certification was saved but not
posted to the
Person Profile
yet.

Click **Submit** to
post it.

Person Profile

Summary of Changes

Sammy Rant

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 Licenses & Certifications (Approval Not Required) [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Disposition	License	ID
Add	Emergency Medical Technician	EMT

Click **Submit**
one more time
to complete the
transaction.

▼ Licenses & Certifications (Approval Not Required) Find | View All | first 1 of 1 Last

ID	License	
EMT	Emergency Medical Technician	

+ 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](#)

▶ Profile Groups

+ Add Profile to Group

Save Submit Cancel 

Now the License/Certification is now posted to the Person Profile.

If you made an error and need to delete the degree click the delete button (the trash can).

Click **Save**.

Languages

The **Person Profile** page is used to track *Education, Licenses/Certifications* and *Languages*. Department users can only add this information for new employees (who do not have a job record in PeopleSoft yet). To update this information for existing employees, contact Human Resource Services.

Navigation:

SBU > SBU Human Resources > Use > Person Profile

Person Profile

EmpID: 107531162 Sammy Rant
Profile Type: PERSON Person
*Profile Status: Active
Status Date: 03/12/2010
*Description: Person Profile
Comments:

[Competencies](#) [Responsibilities](#) **Qualifications** [Education](#)

▼ 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)
Find | View All | First 1 of 1 Last

ID	License
EMT	Emergency Medical Technician

When you come to the Person Profile page, click the **Qualifications** link

Then, click **Add New Language Skills**

Enter the information provided on the *Demographic Form*:

Person Profile

Add New Language Skills

EmpID: 107531162 Sammy Rant
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

*Language: SP Spanish + -
Content Type: LNG Language Skills
*Effective Date: 03/15/2010
*Status: Active
Rating Model: LANG Language Ratings
Reading Proficiency:
Speaking Proficiency:
Writing Proficiency:
 Native Language
 Able To Translate
 Able To Teach
Evaluation Date:
Evaluation Date:

OK Cancel Apply and Add Another

Select the **Language**.

Enter additional information if known.

(If entering more than one Language, click **Apply and Add Another**).

Click **OK**.

Language Skills (Approval Not Required) Find | View All First 1 of 1 Last

ID	Language	
SP	Spanish	

+ Add New Language Skills

Licenses & Certifications (Approval Not Required) Find | View All First 1 of 1 Last

ID	License	
EMT	Emergency Medical Technician	

+ 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

Profile Groups

+ Add Profile to Group

Save Submit Cancel

Click **Save**.

★ 1 item(s) saved

[Competencies](#) [Responsibilities](#) [Qualifications](#) [Education](#)

▾ 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) Find | View All | First ◀ 1 of 1 ▶ Last

ID	License	
EMT	Emergency Medical Technician	

[+ 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](#)

▸ Profile Groups
[+ Add Profile to Group](#)

Notice that the Language was saved but not posted to the Person Profile yet.

You must click **Submit** to post it.

Person Profile

Summary of Changes

Sammy Rant

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 Language Skills (Approval Not Required) Find | View All | First ◀ 1 of 1 ▶ Last

Disposition	Language	ID
Add	Spanish	SP

Click **Submit** one more time to complete the transaction.

Language Skills (Approval Not Required)		Find View All [Grid Icon]	First	1 of 1	Last
ID	Language				
SP	Spanish				[Trash Icon]

[+ Add New Language Skills](#)

Licenses & Certifications (Approval Not Required)		Find View All [Grid Icon]	First	1 of 1	Last
ID	License				
EMT	Emergency Medical Technician				[Trash Icon]

[+ 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](#)

Profile Groups

[+ Add Profile to Group](#)

Save [Submit](#) [Cancel](#)

Now the Language is posted to the Person Profile.

If you made an error and need to delete the degree click the delete button (the trash can).

Click **Save**.