# Education Screen (HR Admin) in Advanced HR 2.0

The **HR Admin - Employee Maintenance - Education** screen provides details about an employee's education, including the code, description, and the name of the educational institution.

Education Summary Dashboard



Click on a row to display the Education Details screen.



To add a new education record for the employee, click the green + **New** button and complete the details.

## Education: **NEW RECORD**

### Employee

Company*

Brown's Auto Supply (BAR) (WEB1200) ▾

Employee*

Please Choose (Represents BLANK) ▾

### Education Info

Education Type*

Please Choose (Represents BLANK) ▾

Institution

Institution

Major

Major

Minor

Minor

Completed Date

Completed Date 📅

GPA

GPA

Notes

Notes