

March, 2017

To: Campus community:  
From: Human Resources  
RE: Educational credentials in the HR/payroll system

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Periodically, Human Resources audits information that is stored in the HR/payroll system. Recently an audit was performed regarding educational credentials. For any number of reasons, the highest level of your education may not be captured in the HR/Payroll system. This information is important, because it can be used to determine your eligibility for promotional opportunities and for reporting on UMB workforce demographics.

The HR/Payroll system should have the highest degree you have attained and/or the degree that is needed to be licensed as a professional. The system does not capture professional certifications, fellowships/memberships in academies, and does not track licensure. The information is solely related to your academic credentials.

You can see the current academic credentials that are recorded for you in eUMB, by accessing the **My UMB Employee Self Service** tab and **My Personal Information** link. We strongly encourage you to have your record updated if it is not accurate.

- You can request an official transcript from your school (s) and have them mailed or emailed to the following address:
  - University of Maryland, Baltimore
  - Human Resource Services
  - 620 W. Lexington Street, 3<sup>rd</sup> floor
  - Baltimore, MD 21201
  - Attn: Human Resource Service Center
  
  - [hrrservicecenter@umaryland.edu](mailto:hrrservicecenter@umaryland.edu)

In the future, if you attain a new degree, please have the official transcript sent to the HR Service Center.

If you have any questions, please call or email the HR Service Center at 410-706-2606.

Best regards,  
Human Resources