

MEMORANDUM

To: Personnel Specialists

From: Frieda A. Beat
Payroll & Employee Data

HR Contact: Human Resources, Payroll & Employee Data liaison, 532-6277

Date: March 9, 2007

Subject: Verification of Work Phone and Work Address in HRIS

The Active Position Listing report provides information about active positions work address/phone, employee job title and/or business title as well as reports to number, title and name. This report is available for departments to run in HRIS. Instructions are available at <http://www.k-state.edu/hr/hris/hris-reports.html> under "Other reports."

Even though the Campus Phonebook is updated once a year information is provided nightly to Computing and Network Services to update the K-State People Directory (online university directory) which also lists information regarding employees' work phone, campus address and title. In an effort to improve data accuracy of the online directory, we are asking that you run the report and verify that the work address/phone and employee job title and/or business title is correct.

The following information is an explanation of the information we would like you to review. If you find any discrepancies please cross out the incorrect information and indicate the new information and return a copy of the listing to Human Resources (only if there are changes) as soon as possible but no later than **April 2, 2007**.

- Reports To¹ Position number of whom employee reports to (supervisor)
- Reports To Title Job title of supervisor
- Reports To Name Name of supervisor
- Cy Work county
- Work Phone Work phone
- Mail Drop Campus address
- Business Title² Business title of employee

¹If the "Reports to Position Number" is accurate, the "Reports to Title" and "Reports to Name" display correctly in HRIS. This information is gathered for all positions, including active students.

²The Business Title is the title listed in the campus phonebook and on the K-State People Directory (online university directory). If the Business Title is left blank, the Job Code Title will appear. The Business Title should reflect a more descriptive title of the employee's actual duties than the job code title (i.e. job code-Assistant with business title-Assistant Manager).