

MEMORANDUM

TO: Personnel Specialists

FROM: Frieda A. Beat
Payroll & Employee Data

DATE: July 18, 2008

RE: Faculty/Staff Changes in Campus Phone Book

Each year, Student Publications Inc. strives to give the K-State community an accurate Campus Phone Book. The 2008-2009 Campus Phone Book is currently being developed. To ensure the information is accurate, we need your help. Human Resources (HR) provides the faculty/staff information. The information that will be printed in the phone book includes the employee's name, campus address and phone, business or job title, home address and phone. The employee's KSU e-mail address will also be included and this information will be provided by Computing & Telecommunication Services (CTS). The student information section of the campus phone book is provided through the Registrar's Office.

Employee Information Sheets

- Please take a few minutes to distribute the enclosed employee information sheets to your faculty/staff members. Employees should verify that the personal information currently in the Human Resource Information System (HRIS) is accurate. If any changes are needed, employees should submit the forms directly back to you by **August 1, 2008**.
- Employee Information Sheets with changes should be returned to HR for processing as soon as possible but no later than **August 8, 2008**. For 9-month faculty not working this summer, please return the form as soon as possible after their return but no later than **August 15, 2008**. *NOTE: **If there are no changes, please do not return information sheets to HR.***
- Departments may update home address and/or home phone online following procedures for Maintaining Address History and Phone Numbers. However, if you wish HR to update please forward Information Sheets as soon as possible. *NOTE: **If addresses are updated by departments please do not return those sheets to HR.***

Publishing Home Address and Home Phone

- Employees' home address and phone will appear in the Campus Phone Book unless they have requested home information not be published. Publishing status is indicated on the employee information sheet. This section needs to be completed **only** if the publishing status indicated needs to be changed. Note: Work address/phone will be printed in the Campus Phone Book and the K-State People Directory (online university directory), even if home address/phone is not published.

Emeritus Faculty or KSU Affiliated Persons

- Attached is a list, if applicable, of emeritus faculty not on the University payroll, who currently maintain an on-campus office within your department. Please check the information carefully and delete or change information as appropriate. If there is not a list attached and your department has emeritus faculty or other persons not on the University payroll maintaining an on-campus office please complete an “Affiliated Person and Emeritus Faculty Form” (PER-22), available at <http://www.ksu.edu/hr/forms>. Completing the PER-22 will provide information for the Campus Phone Book and the K-State People Directory (online university directory). Changes and new PER-22’s should be returned to HR for processing as soon as possible but no later than **August 8, 2008**. *If there are no changes to the list, please do not return to HR.*

Active Position Listing

- To verify that the work address/phone and employee job title and/or business title is correct in HRIS departments should run the “Active Position Listing”. Instructions are available at <http://www.ksu.edu/hr/hris/hris-reports.html> under “Other Reports”. This information has also been included on the employee information sheets. Employees are to contact you if they wish to update this information. Please indicate any changes on the listing and return to HR as soon as possible, but no later than **August 8, 2008**. *If there are no changes to the list, please do not return to HR.*
- When updating the work address (mail drop) please indicate room # and then building name, for example: 103 Edwards Hall.
- The business title overrides the jobcode title in the Campus Phone Book, so if the business title on the listing is left blank the jobcode title will be printed in the Campus Phone Book. The business title should reflect a more descriptive title of the employee’s actual duties than the jobcode title (i.e., jobcode-Assistant; with business title-Assistant Manager).
- The “Active Position Listing” also includes information regarding the “Reports To” position number, “Reports to Title” and “Reports to Name”. The “Reports To” position number is the position number of whom an employee reports to (supervisor). If this is accurate, the Reports To Title and Name of the supervisor will display correctly. This field is required for all positions, including students, and is used for reporting purposes. Please verify the “Reports To” position number and indicate any changes or additions on the listing and return to HR as soon as possible, but no later than **August 8, 2008**.

Questions may be referred to your department’s Human Resources, Payroll & Employee Data liaison at 532-6277.

Enclosures