

MEMORANDUM

TO: Personnel Specialists

FROM: Frieda Beat
Payroll & Employee Data

Date: July 28, 2009

Subject: 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 2009-2010 Campus Phone Book is currently being developed. Human Resources (HR) provides the following faculty/staff information: employee's name, campus address and phone, business or job title, home address and phone. The employee's KSU e-mail address will be supplied by Computing & Telecommunication Services (CTS). The student information section of the campus phone book is provided through the Registrar's Office.

Employee Self Service Replaces Employee Information Sheets

- This year employees will be notified by email via the faculty staff list serve to update this information in HRIS Employee Self Service. The employees will be instructed to sign into HRIS Employee Self Service>Personal Information> Personal Information Summary as well as View Work Information.
- This Employee Self Service functionality was implemented in April and allows employees to view personal information and update their home address, phone numbers, emergency contacts, marital status and ethnic group. Instructions on updating and viewing the Personal Information Summary can be found at <http://www.k-state.edu/hr/selfserv.htm#pis>.
- Employees' home address and phone will appear in the Campus Phone Book unless they have requested home information not to be published. Publishing status is indicated below the Addresses section on the Personal Information Summary in HRIS Employee Self Service. **“Print Address and Phone in KSU Campus Phone Book: Yes or No”**. **“Yes”** indicates the home address and phone will be printed. **“No”** indicates the home address and phone will not be printed. Employees may update this information by selecting Change Home Address, Edit. A checkbox will be found towards the end of the page.

Verifying and Updating Work Information by Personnel Specialists

- Personnel Specialists need to verify that employees' work address/phone and employee job title and/or business title are correct in HRIS. Please run the “Active Position Listing”. Instructions are available http://www.k-state.edu/hr/hris/Active_Position_Listing_rpt.pdf.
- Personnel Specialists may now update Mail Drop ID (campus address), Reports To, Work Phone and Business Title in HRIS. Go to Workforce Administration>Job Information>Position Update. Instructions are available at <http://www.k-state.edu/hr/hris/positionupdate.pdf>. When updating the Mail drop ID please indicate room # and then building name, for example: 103 Edwards Hall

- Employees may view this information through HRIS Employee Self Service under “**View Work Information**”. The information represents their primary job information in HRIS. They will need to contact you if there is a discrepancy.
- 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 update if necessary.
- **Note:** Changes on line regarding Work Information should be updated in HRIS as soon as possible but no later than **August 31, 2009**. If you want HR to update please print the Active Position Listing, indicate changes and return to HR as soon as possible but no later than **August 17, 2009**.

Emeritus Faculty or KSU Affiliated Persons

- A list, if applicable, of emeritus faculty not on the University payroll, who currently maintain an on-campus office within your department will be sent to you via email. Please check the information carefully and delete or change information as appropriate. If you do not receive a list 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.k-state.edu/hr/forms/per22.pdf>. 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 17, 2009**. *If there are no changes to the list, please do not return to HR.*

Department personnel specialists will continue to have access to update employee addresses, phone numbers and emergency contacts when necessary.

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