

2011-2012 Faculty/Staff/Student (GTA/GRA) Telephone Directory Update Process
Deadline - Friday, July 8, 2011 at 5:00 p.m.

TO: PRS/Timekeeper

The Personnel Related Staff (PRS) Member/Timekeeper, is responsible to print a verification sheet for each of their employees in the department. The employee should verify the information by signing off and returning the verification sheet to you. As the Personnel Related Staff Member/Timekeeper, you will make any necessary changes for your department employees directly into the system. The changes will be immediate. Please be sure to include or update directory information for all retired departmental faculty and staff who remain in the area. If your retiree or emeritus faculty does not have a university office (space) then their building code should be set to NA as this data is used for other purposes.

This year due to budgetary concerns, the 2011-2012 Directory is not able to list home information; No home/ mailing addresses or home/ mailing phone numbers for faculty, staff or retirees will be included regardless of the print options selected on the HRSA panels. This is still a good time to have all personal address and phone information checked for accuracy in the system. In addition, the extract will be done in July instead of September so that the directories can be delivered by mid-August. If you have questions about these two changes, please contact Evie Rapport at University Relations, erapport@ku.edu.

There are three directory panels. (Go, Administer Workforce, Administer Workforce (US), KU Directories) The first panel, **Directory Choices**, is the information A) to omit the employee from the directory, B) to include or not to include the employee personal address or personal phone – not applicable this year (see above section). Please remember that a faculty or staff member is only to be omitted from the directory if he/she is leaving the University or if the individual is an affiliate or GRA and does not want his/her appointment to appear in the directory, or if the employee has received approval through Human Resources and Equal Opportunity to not be published for safety/security reasons. The second panel, **Prof. Name/Address**, contains the preferred name, home address or mailing address. The third and last panel, **Position Info**, contains the home and mailing address phone numbers, work email address and position information. You are allowed to change the addresses but must have the employee's authorization in writing or an email from the employee's email account. You must insert a row (F7) in the corresponding effective date field when changing a preferred name or address.

Changes can be made to these panels throughout the year. Instructions and general guidelines for entry on the panels and how to print the employee verification sheets or the department report are located at www.hreo.ku.edu/files/documents/DirectoryPanels.pdf.

Please process all appointments for the fall semester now so that we can have all new employees listed in the phone book.

Your deadline date to enter all changes for this year's KU phone directory is by 5:00 p.m. on Friday, July 8, 2011. There will be no second or third opportunity for proofreading directory changes. You are responsible to make sure that the directory information for your employees is accurate. You can make changes for the printed phone directory, and view on-line through the deadline date. After that date, you will not be able to make any additional changes for the 2011-2012 printed phone directory but we encourage you to continue to update throughout the year for the ongoing on-line directory.

If you have any questions, please contact Human Resources & Equal Opportunity, 864-4946 hrdept@ku.edu.