

KU HUMAN RESOURCES & EQUAL OPPORTUNITY

The University of Kansas

PRS Updates



2009-2010 Faculty/Staff/Student (GTA/GRA) Telephone (Paper/Printed) Directory
Deadline - Friday, September 4, 2009 at 5:00 p.m.

The Personnel Related Staff (PRS) Member/Timekeeper, is responsible for printing a directory verification report and providing the individual sheet to each of the affected employee in their department. The employee should verify the information by signing off and returning the verification sheet to the PRS. The PRS/Timekeeper, is to make any necessary changes directly into the HR/Pay directory panels. 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.

There are three directory panels. (*Go, Administer Workforce, Administer Workforce (US), Use, KU Directories*) The first panel, *Directory Choices*, only deals with the paper directory and this panel allows the omission or inclusion of an employee, personal address or personal phone. 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to appear in the directory, or if the employee has received approval through Human Resources and Equal Opportunity to not be published for [safety/security reasons](#).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, *Pref. 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. Written documentation must be provided by the employee when changing an address (employee's authorization in writing or note from their email account). A row (F7) is inserted in the corresponding effective date field when changing a preferred name or address. Both of these panels are used by the online directory as well as the paper directory, if the field is applicable.

Changes can be made to these panels throughout the year. All changes to Home Address (for active employees that affect where their paychecks or advices will be mailed) must be made by 5:00 p.m. on Tuesday following payday. This will ensure the new address is in place for the next paycheck. Full 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.ppt.

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

The deadline date to enter all changes for this years' KU paper printed phone directory is by 5:00 p.m. on Friday, September 4, 2009. There will not be any additional time for proofreading printed directory changes after this date. PRS/Timekeepers are responsible to make sure that the directory information is accurate. PRS/Timekeepers can make changes for the printed phone directory, and view on line through the deadline date. After the deadline/extract date, no additional changes will be made for the 2009-2010 printed phone directory but we encourage continual updating throughout the year so that we may have accurate data. If you have any questions, please contact Human Resources & Equal Opportunity, 864-4946 hrdept@ku.edu.