



## Campus Directory Management Instructions

Please submit a written request including your Vandal Number for access to departments you will be responsible for managing to [hr@uidaho.edu](mailto:hr@uidaho.edu)

### 1. Information Generation

Before any changes are made, it is important to know and review the following:

- a. An EPAF must be completed before an employee will be listed in the directory, they will reflect in the directory once it is their first day of employment
- b. Employee information generation
  - i. Job title and department come from the job details in Banner- the information from their EPAF  
**Please note:** Employees are listed under the department based on their timesheet ORG code  
**\*\*If there is an issue with this, please contact [hr@uidaho.edu](mailto:hr@uidaho.edu)**
  - ii. Phone number, email, office, and campus zip pull from their employee information  
**\*\* If updates are needed to an employee’s listing, please submit a request [here](#)**
  - iii. Please review the [Preferred First Name](#) page regarding a preferred first name
- c. Be sure to monitor your area’s directory frequently (does the link work, do aliases still apply, has any information changed, should all manually entered individuals still be listed, etc.)
- d. If an employee requests to not show up in the University of Idaho’s Directory:
  - i. It is important to determine if it is appropriate to exclude them
  - ii. Temporary employees that do not have a business need for their information to show in the list of employees can be excluded
  - iii. Board appointed employees requesting their information to be withheld **must** contact [risk@uidaho.edu](mailto:risk@uidaho.edu) in order to be approved (please include [hr@uidaho.edu](mailto:hr@uidaho.edu))

### 2. To Access

- a. Log into [VandalWeb](#)
  - i. Go to “Employees > UI Administrative Tasks > Campus Directory-Departmental”
  - ii. You will see a list of Department Directories you have access to modify

### 3. Campus Directory Departmental Information Modification Page

- a. Department Display Section
- b. Department Header Information
  - i. The Department Title should be consistent with other systems such as- Banner (ORG Code), PeopleAdmin, the webpage etc.
  - ii. Include the CM ZIP (the mailstop number), department phone and fax numbers, as well as email address if available
  - iii. Please include the department’s web page if there is one (please note, the Web Home Page cannot exceed 80 characters)
- c. Modify Aliases
  - i. This creates a header in the directory that provides a link to the department  
*For example:* if you think people will be searching for “Employment Services” which falls under Human Resources, you would create “Employment Services” as an alias under “Human Resources”

| Action | Alias               | Show Header? |
|--------|---------------------|--------------|
| Add    |                     | Yes ▼        |
| Change | Employment Services | Yes ▼        |



**Employment Services**

- See [Human Resources](#)

- ii. If creating an Alias, think of what individuals outside of the University would search for your department under
  - iii. Please only use an Alias if your department will not show up in the Directory under that title
- d. Add an Optional Member**

- i. If an employee's job is in another department and needs to be listed in your department as well, you can add them as an Optional Member
  - ii. Retired Honored Staff and Emeritus Faculty can be added as an Optional Member
- \*\*Please note: these individuals must be manually removed so they will need to be monitored**

ID:  Last:  First:  MI:   
 Title:

- e. Add a non-UI Employee or a Vacant or Generic Position**
- i. This is used to add a member to the directory who is not a U of I employee- an individual who does not have a Vandal Number, or to indicate a vacant/generic position

**\*\*Please note: these individuals must be manually removed so they will need to be monitored**

**Add a non-UI Employee or a Vacant or Generic Position**

This section was added to allow departments to add people who are not UI employees or retirees, or to indicate that a position exists but does not have a UI employee associated with it at this time.

Some examples:

Name: Vacant, Title: Dir, Benefit Services

Name: Vandal, Joe, Title: Mascot

Name: Reference Library Title: blank

NOTE: This information will be used only in the departmental section of the directory, it will have no effect on the faculty/staff section. Adding the name of a current employee in the name field will not allow that person's other information to be edited. Remember to enter names of non-UI employees in the format: Last Name, First Name.

Name:  Title:   
 Phone:  Bldg/Rm #:

- f. Remove vs Exclude**
- i. Remove = individuals manually added
  - ii. Exclude = individuals generated from Banner
    1. It is important to determine if it is appropriate to exclude them
    2. Temporary employees that do not have a business need for their information to show in the list of employees can be excluded
    3. Board appointed employees requesting their information be withheld from the directory **must** contact [risk@uidaho.edu](mailto:risk@uidaho.edu) in order to be approved

**4. Important Notes**

- a. Board Appointed, T1, & T4 employees will reflect in the Directory, student positions will not
- b. Changes might not reflect in the directory until the system has updated overnight
- c. If an employee is not showing up in the directory, but the EPAF has been processed please contact [hr@uidaho.edu](mailto:hr@uidaho.edu). It is important to determine why an employee's information isn't being transferred from Banner
- d. Remember to review the directory as you were a non-U of I employee trying to find something or someone- Is it easy to find?