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

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**
      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 in order to be approved (please include 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”

<table>
<thead>
<tr>
<th>Action</th>
<th>Alias</th>
<th>Show Header?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Employment Services</td>
<td>Yes</td>
</tr>
<tr>
<td>Change</td>
<td>Employment Services</td>
<td>Yes</td>
</tr>
<tr>
<td>Delete</td>
<td>Employment Services</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- See Human Resources

Employment Services
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**

<table>
<thead>
<tr>
<th>ID:</th>
<th>Last:</th>
<th>First:</th>
<th>MI:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

   Title: [ ]

   Add Member

   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, Jr., 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 affect 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 added. Remember to enter names of non-UI employees in the format: Last Name, First Name.

   Name: [ ]

   Title: [ ]

   Add a non-UI Employee

   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 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. 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?

Please contact Human Resources with any further questions at hr@uidaho.edu or 208-885-3638 😊