Employee Directories

OVERVIEW
WSU departments maintain employee directory information in order to facilitate University communications.

Employee workplace information is also provided for public access. (NOTE: Employment at WSU, which is a public institution, implies consent for the public release of workplace information.)

Employee directory information appears in printed form in the University Directory and in electronic form through the WSU Search function (available at the top of all WSU main and departmental webpages) and the AIS applications DEPPS and HEPPS. This directory information also serves Mailing Services and telephone directory assistance operators.

Maintenance Responsibility
Each department is responsible for maintaining workplace information for department employees.

Payroll Services maintains name information for individual employees.

Questions
Contact the CougTech Help Desk for assistance with updating or using University Directory information; telephone 509-335-4357 (509-335-HELP).

APPLICABILITY

Who Is Included
Employee directory listings include individuals who are regularly employed by the University or have an employment-related relationship with WSU and can expect to be contacted at WSU.

Employee directory listings include the following:

- Faculty, classified employees, and administrative professional employees holding either permanent or temporary appointments.

- Salaried graduate and undergraduate student employees, e.g., TAs and RAs.

- Those holding adjunct appointments, e.g., professors emeriti, visiting professors.

- Those holding affiliate appointments, e.g., USDA and ROTC technical personnel.
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Who Is Not Included

Listings do not include the following:

- Hourly, piecework, or seasonal workers
- Graduate and undergraduate assistants who have requested directory information restrictions
- Employees of organizations having social or business affiliations with WSU, e.g., YMCA and the Students Book Corporation.

RESTRICTING HOME DATA

Unless the individual restricts release, the home telephone number may be released by telephone directory assistance operators.

See *BPPM* 90.70 for instructions regarding restriction of home data.

Home addresses and home telephone numbers are not listed in the University Directory or online in WSU Search. Mailing Services does not use home addresses for mailings.

MAINTAINING DATA

Department Review of Data

Prior to issuing the printed University Directory, University Publishing sends each department a list of employees who currently have that department designated as their home department. Each department reviews the list for accuracy and completeness.

Home Department

Employees holding appointments with more than one department must have one department designated as their home department.

The home department is responsible for processing all employment-related paperwork for that employee.

Home Department Changes

Departments must submit home department changes through the online Personnel/Position/Payroll Electronic Routing Management System (PERMS). See *BPPM* 60.25.

To make changes to a home department designation, complete the following steps in PERMS:

1. Select Appointment Add/Change/Route.

2. Search for employee using the WSU ID, SSN, or Name Search; then enter a date in the Select Appointment From field and click the Select button.
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**Home Department Changes**

3. Enter the effective date of the required change in the Date field. Type or select the effective date from dropdown calendar; then click the Add New button.

4. Select the Change button. This opens the Home Department and Work Location fields.

5. Enter the required change(s); then select Continue.

NOTE: If a change to the home department is the only change in the PERMS transaction, the department preparer is not required to route the transaction for approval.

**Separations**

If a person on the department's list is no longer employed by the University, the department uses a PERMS transaction to separate the employee. See BPPM 60.25 for instructions.

**Adding Adjunct and Affiliate Positions**

If the department employs others who should be included in the directory, the department places them in adjunct or affiliate positions.

**Adjunct Positions**

Prepare a PERMS transaction to add adjunct personnel. See BPPM 60.25 for form and routing instructions.

**Affiliate Positions**

Route a memorandum to Human Resource Services (HRS) to add affiliate personnel. The memorandum is to include the following information:

- Name
- Birthdate
- WSU ID number
- Home department
- Appointment begin and end dates
- Permanent or temporary
- Full time or part time
- Work location
- Job class title

Affiliate job class titles, job class codes and definitions are:

- Industry Affiliate (code 7998): A person who comes to WSU from private industry.
- Public Affiliate (code 7999): A person who comes to WSU from the public sector.
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Student Assistants

A graduate or undergraduate assistant who does not want to be included in the printed directory may request a directory restriction through the online Address and Telephone Maintenance Service. See BPPM 90.70 for instructions. The employee's data still appears on the department's review list with a restriction message.

Workplace Information

Departments are responsible for updating any incorrect default workplace information. Workplace information includes working title, work address, and work telephone number.

Select WRKPLACE (Employee Workplace) in the online DEPPS AIS application to look up, enter, or change employee-specific workplace information.

Online help is available in WRKPLACE.

Default Information

In the absence of specific workplace information for an employee, the home department telephone number and/or mailing address is used. In the absence of a working title, the employee's highest-ranking job classification title is used together with the home department's abbreviated name.

To replace the default information, a department may choose to provide a specific work telephone number and/or working title for any employee. A department may also enter a specific work address for any department employee.

Work Telephone

Select WRKPLACE to enter or change the work telephone number.

Working Title

Select WRKPLACE to enter or change the working title. The preferred format is a title followed by a comma followed by an identification of the employee's department (e.g., Director, Payroll Services).

WSU Extension

If "WSU Ext" is part of the working title, the employee's work county is shown in the University employee directories. Departments must submit county/work location code changes through the online Personnel/Position/Payroll Electronic Routing Management System (PERMS). See BPPM 60.25.
Employee Directories

To make changes to a county/work location code, complete the following steps in PERMS:

1. Select Appointment Add/Change/Route.

2. Search for employee using the WSU ID, SSN, or Name Search; then enter a date in the Select Appointment From field and click the Select button.

3. Enter the effective date of the required change in the Date field. Type or select the effective date from dropdown calendar; then click the Add New button.

4. Select the Change button. This opens the Home Department and Work Location fields.

5. Enter the required change(s); then select Continue.

NOTE: If a change to the Work Location is the only change in the PERMS transaction, the department preparer is not required to route the transaction for approval.

Work Address

Select WRKPLACE to enter or change the work address.

Plus-4 ZIP Code

Enter the Plus-4 ZIP Code following 99164 in the employee's workplace address.

Mail Stop Code

Use the WSU MAIL window to change mail stop code for non-99164 addresses. (NOTE: For 99164 addresses, the Plus-4 ZIP Code is the default entry in this field.)

This four-digit code, referring to a University mail destination, is variously called campus mail code, campus zip code, mail stop code, and mail code. This code is not applicable for direct delivery by the US Postal Service unless it is also the Plus-4 ZIP Code.

Organizational Information

Correspondence Address

Select ADDRESS in the online WSUORG AIS application to change the telephone number in the department's correspondence address. (Online help is available within WSUORG.)

Also select ADDRESS to change the Plus-4 ZIP Code following 99164 in the department's correspondence address.

Use the WSU MAIL window to change a mail stop code for a non-99164 correspondence address that is a WSU mail destination.
**Employee Directories**

<table>
<thead>
<tr>
<th>Organization Abbreviation</th>
<th>Submit an Add or Change WSUORG Information form to change the name abbreviation for a department. See <em>BPPM 10.05</em> for instructions.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
<td>Individual employees must correct their own name and home information. Home information restricted by the employee is not shown on the department list or in any directory.</td>
</tr>
<tr>
<td>Employee's Name Change</td>
<td>To change a name the employee submits a Request for Name Change form to Payroll Services. See <em>BPPM 90.75</em> for instructions.</td>
</tr>
<tr>
<td>Home Address or Telephone</td>
<td>To update home address or telephone number, the employee uses the Address and Telephone Maintenance Service (ATMS). The ATMS is a computer application that is accessed through the myWSU portal system. See <em>BPPM 90.70</em> for instructions.</td>
</tr>
<tr>
<td>Restricting Home Data</td>
<td>To restrict the release of home telephone information, the employee uses the Address and Telephone Maintenance Service (ATMS). The ATMS is a computer application that is accessed through the myWSU portal system. See <em>BPPM 90.70</em> for instructions.</td>
</tr>
</tbody>
</table>