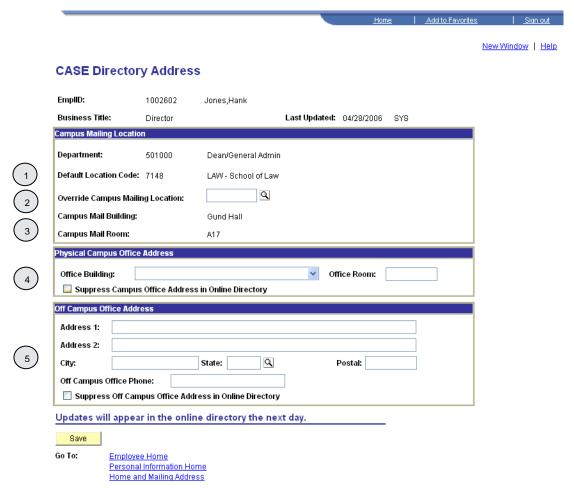


PeopleSoft 8.8 Quick Reference Guide: CASE Directory Address Update Definitions



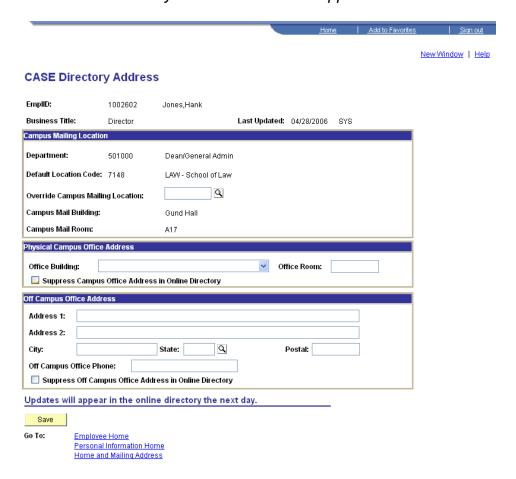
- Default Location Code is the location code of the home department for the user. Location code is primarily used for campus mailing purposes.
- Override Campus Mailing Location allows the user to override the default location code for that employee by clicking on the and selecting a new location code.
- Campus Mail Building/Campus Mail Room denotes the building and room to which mail will be delivered.
- Office Building/Office Room allows the user to designate the building and room in which they are physically located. Checking the "Suppress" box will prevent the information from appearing in the online directory.
- Off Campus Office Address allows the user to designate an address and phone number for an off-campus office. Checking the "Suppress" box will prevent the information from appearing in the online directory.

CASE Directory Address Update Navigation

www.case.edu/erp/hcm

- 1. From the left hand navigation menu, click Employee Self Service
- 2. Click Personal Information
- 3. Click CASE Directory Address

The CASE Directory Address screen will appear.



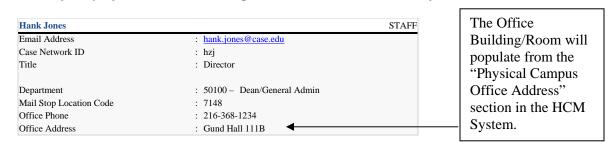
- 4. If updates are necessary, make the appropriate changes
- 5. Click A Save Confirmation screen will appear.
- 6. Click ok to continue

Online Directory Examples

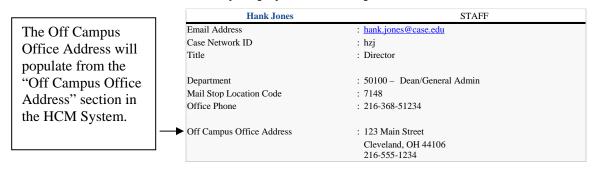
Online Directory Display with HCM System Default or MailStop/Location Override:



Online Directory Display with Office Building/Room Entered in the HCM System:



Online Directory Display with Off Campus Office Address Entered in the HCM System:



Online Directory Display with Office Building/Room and Off Campus Office Address Entered in the HCM System:

