

PeopleSoft 8.8 Quick Reference Guide: CASE Directory Address Update Definitions

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CASE Directory Address

EmpID: 1002602 Jones,Hank
Business Title: Director **Last Updated:** 04/28/2006 SYS

Campus Mailing Location	
Department:	501000 Dean/General Admin
Default Location Code:	7148 LAW - School of Law
Override Campus Mailing Location:	<input type="text"/> <input type="button" value="Q"/>
Campus Mail Building:	Gund Hall
Campus Mail Room:	A17

Physical Campus Office Address	
Office Building:	<input type="text"/> <input type="button" value="v"/>
Office Room:	<input type="text"/>
<input type="checkbox"/> Suppress Campus Office Address in Online Directory	

Off Campus Office Address	
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/> <input type="button" value="Q"/>
State:	<input type="text"/> <input type="button" value="Q"/>
Postal:	<input type="text"/>
Off Campus Office Phone:	<input type="text"/>
<input type="checkbox"/> Suppress Off Campus Office Address in Online Directory	

Updates will appear in the online directory the next day.

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- 1 **Default Location Code** is the location code of the home department for the user. Location code is primarily used for campus mailing purposes.
- 2 **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.
- 3 **Campus Mail Building/Campus Mail Room** denotes the building and room to which mail will be delivered.
- 4 **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.
- 5 **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.

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Campus Mailing Location

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Override Campus Mailing Location:
Campus Mail Building: Gund Hall
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Physical Campus Office Address

Office Building: Office Room:
 Suppress Campus Office Address in Online Directory

Off Campus Office Address

Address 1:
Address 2:
City: State: Postal:
Off Campus Office Phone:
 Suppress Off Campus Office Address in Online Directory

Updates will appear in the online directory the next day.

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

Online Directory Examples

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

Hank Jones		STAFF
Email Address	:	hank.jones@case.edu
Case Network ID	:	hzj
Title	:	Director
Department	:	50100 – Dean/General Admin
Mail Stop Location Code	:	7148
Office Phone	:	216-368-1234

This is populated from the “Campus Mailing Location” section in HCM.

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

Hank Jones		STAFF
Email Address	:	hank.jones@case.edu
Case Network ID	:	hzj
Title	:	Director
Department	:	50100 – Dean/General Admin
Mail Stop Location Code	:	7148
Office Phone	:	216-368-1234
Office Address	:	Gund Hall 111B

The Office Building/Room will populate from the “Physical Campus Office Address” section in the HCM System.

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

The Off Campus Office Address will populate from the “Off Campus Office Address” section in the HCM System.

Hank Jones		STAFF
Email Address	:	hank.jones@case.edu
Case Network ID	:	hzj
Title	:	Director
Department	:	50100 – Dean/General Admin
Mail Stop Location Code	:	7148
Office Phone	:	216-368-51234
Off Campus Office Address	:	123 Main Street Cleveland, OH 44106 216-555-1234

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

The Off Campus Office Address will populate from the “Off Campus Office Address” section in the HCM System.

Hank Jones		STAFF
Email Address	:	hank.jones@case.edu
Case Network ID	:	hzj
Title	:	Director
Department	:	50100 – Dean/General Admin
Mail Stop Location Code	:	7148
Office Phone	:	216-368-1234
Office Address	:	Gund Hall 111B
Off Campus Office Address	:	123 Main Street Cleveland, OH 44106 216-555-1234

The Office Building/Room will populate from the “Physical Campus Office Address” section in the HCM System.