

PeopleSoft 8.8 Quick Reference Guide: CASE Directory Address Update Manager Navigation

www.case.edu/erp/hcm

1. From the left hand navigation menu, click **Manager Self Service**
2. Click **Case Time Reporting**
3. Click **CASE Directory Address**

The CASE Directory Address search screen will appear.

CASE Directory Address

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:

Department:

Empl Rcd Nbr:

Name:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

4. Enter the Employee ID of the individual



To view all the employees to which you access, leave the Employee ID blank and click .

5. Click
The CASE Directory Address screen will appear.

[Home](#) | [Add to Favorites](#) | [Sign out](#)
[New Window](#) | [Help](#)

CASE Directory Address

EmpID: 1002802 Jones, Hank
Business Title: Director **Last Updated:** 04/28/2006 SYG

Campus Mailing Location	
Department:	501000 Dean/General Admin
Default Location Code:	7148 LAW - School of Law
Override Campus Mailing Location:	<input type="text"/>
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="v"/>
State:	<input type="text"/>
Postab:	<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.

Go To: [Employee Home](#)
[Personal Information Home](#)
[Home and Mailing Address](#)

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