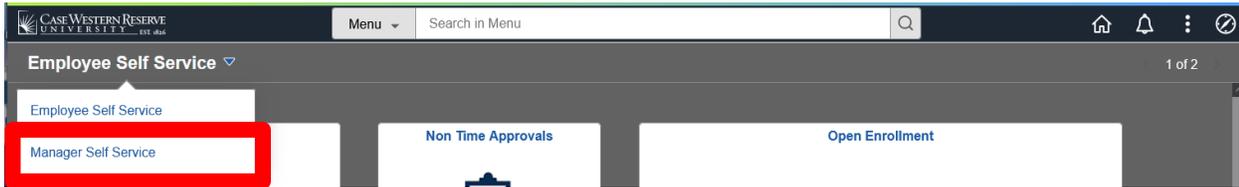


Manager Entry of CWRU Directory

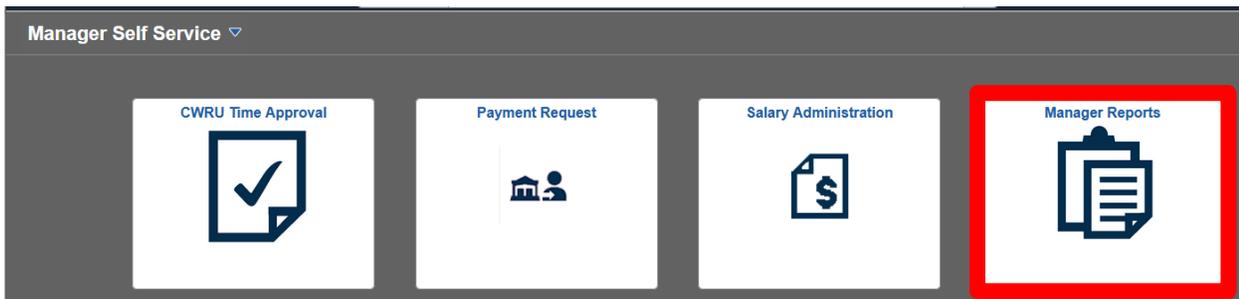
Procedure

The Case Western Reserve University directory is available online and as a mobile application at case.edu/directory.

Managers can update an employee’s directory listing, log into the HCM system at case.edu/hcm and update the **CWRU Directory Address**.



Step	Action
1.	Select the Manager Self Service home page.
2.	Select the Manger Reports tile.



CASE Directory Address	CASE Directory Address
Time Entry Report	Enter any information you have and click Search. Leave fields blank for a list of all values.
Manager Time Entry History	<input type="button" value="Find an Existing Value"/>
Missing Time and Exceptions	Search Criteria
Department Security Entry	Empl ID begins with <input type="text"/>
Salary Distribution Rpt	Department begins with <input type="text"/>
Salary Analysis by Dept	Empl Record = <input type="text"/>
	Name begins with <input type="text"/>
	<input type="checkbox"/> Case Sensitive
	<input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search Save Search Criteria

Step	Action
3.	<p>The CASE Directory Address screen appears.</p> <p>Users can search by EMPLID or name.</p>
4.	<p>Locate the Campus Mail Building field under the Campus Mailing Location category. If this field displays an incorrect location, it can be updated as follows:</p> <p>Note: This field determines where your mail will be sent, not your actual physical location on campus.</p> <p>To select a different location, click the Override Campus Mailing Location lookup button (hourglass).</p> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> Override Campus Mailing Location: <div style="margin-left: 20px; border: 1px solid black; padding: 2px; display: flex; align-items: center;"> <input style="width: 80px;" type="text" value="7072"/> <input style="width: 20px; height: 20px; margin-left: 5px;" type="button" value="🔍"/> </div> </div>

← Employee Self Service

▼ CW Directory

CASE Directory Address

Empl ID: 8888888 Test User

Business Title: Last Updated:

Campus Mailing Location

Department:

Default Location Code:

Override Campus Mailing Location: 

Campus Mail Building:

Campus Mail Room:

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.

Save

Look Up Override Campus Mailing Location ✕

Search by: Location Code begins with

Look Up
Cancel
Advanced Lookup

Search Results

View 100 First 1-277 of 277

Location Code	Location	Building	Floor Nbr
0001	CCLCM - Cleveland Clinic	Cedar Avenue Service Center	1
1714	UH - University Hospitals	Cedar Avenue Service Center	1
1847	VA - Veterans Administration	Cedar Avenue Service Center	1
1900	METRO - Metro Health Med Ctr	Cedar Avenue Service Center	1
4901	UGEN - Health Service	Health Services Building	1
4902	UGEN - Parking Maintenance	Richey Mixon Building	1
4903	MED - Medical Center Company	Medical Center Company	2
4904	NUR - School of Nursing	School of Nursing	1
4905	DEN - School of Dentistry	School of Dental Medicine	1
4906	MED - Nutrition	School of Dental Medicine	1
4907	MED - Pathology	Wolstein Research Building	1
4909	UGEN - Material Support	Cedar Avenue Service Center	1
4910	UGEN - Accounts Payable	Cedar Avenue Service Center	2
4911	UGEN - Trucking	Cedar Avenue Service Center	1
4914	UGEN - Health Sciences Library	School of Medicine	1
4915	MED - Dean - Medicine	School of Medicine	Ground
4916	MED - Finance & Planning	School of Medicine	Ground
4917	MED - Business Service	School of Medicine	Ground
4918	MED - Facilities	School of Medicine	Ground
4919	MED - Research Administration	School of Medicine	Ground
4920	MED - Admissions Office	School of Medicine	Ground
4921	MED - Public Affairs	School of Medicine	Ground
4923	MED - Inst. Development	School of Medicine	Ground
4924	MED - Curricular Affairs	School of Medicine	Ground

Step	Action
5.	<p>If you click on the Building header link, the list of buildings will be sorted alphabetically. The screen will only show the first 300 locations.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px 0;">Building</div> <p>Note: You can click the First and Last arrows to move to the next 100 listings.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px auto; text-align: center;"> First ◀ 1-283 of 283 ▶ Last </div>
6.	<p>Click the Location Code number of the building you wish to choose for mail delivery.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px auto; text-align: center;"> Location Code 7216 </div>

Override Campus Mailing Location:  UGEN - VP Info Tech Services
 Campus Mail Building: Crawford Hall
 Campus Mail Room: 4TH

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.

Step	Action
7.	The Campus Mail Building : field will populate with the entry you selected. <input type="text" value="Campus Mail Building:"/>

Physical Campus Office Address

Office Building: Office Room:

Suppress Campus Office Address in Online Directory

Step	Action
8.	You can make updates to your campus address under the Physical Campus Office Address category. Select an entry from the Office Building: drop down menu.
9.	If applicable, type a room number into the Office Room: field.
10.	You can click the Suppress Campus Office Address in Online Directory check box to prevent your work address from displaying in the 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.

Save

Step	Action
11.	Use the Off Campus Address category to update your home address in the online directory. Enter the address and telephone information into the fields provided. You can use the State: lookup button (hourglass) to capture the state abbreviation if desired.
12.	You can click the Suppress Off Campus Office Address in Online Directory check box to prevent your home address from displaying in the online directory.
13.	Scroll to the bottom of the CASE Address Directory window and click the Save button. Note: Updates will appear in the online directory the next day.