

**Introduction**

The **Faculty and Staff Directory report**, available to managers and payroll coordinators, allows you to build a roster of faculty and/or staff members for any organizational unit at the University<sup>1</sup>. The form of the roster you build is up to you.

This document describes one possible layout: a roster that is organized by Master Cost Center and, within that, by manager and organizational unit. The following image is an example of what this type of roster would look like.

Master Cost Center	Manager	Last Name	First Name	Middle Name	Title	Org Unit - Directory Display (B)	Email	Office Phone Number
					Research Fellow			
					Temporary Researcher			
					Temporary Research Assistant			
					Research Assistant			
					COORDINATOR, UNDERGRAD PROGS			
					ADVISOR, ACADEMIC			
					Teaching Professional			
					ASSISTANT DEAN OF STUDENT SERVICES			
					Postdoctoral Fellow			
					ADMINISTRATOR, GRAD FIN AID			
					Coordinator, Senior Staff			
					Temporary Research Assistant			

**Prerequisites**

The user is assumed to have access sufficient to run the **Faculty and Staff Directory** report and is familiar with how to run a BW report.

**Menu Path**

**BUworks Central Portal → Reporting → Human Capital Management → Employee Data (Distributed) → Faculty & Staff Directory**

**Referenced How-to Guides**

- [BW How to - Use the Matchcode or Search Box](#)
- [BW How to - Add, Remove, or Move a Column in a Report](#)
- [How to Save and Use a View](#)

<sup>1</sup> The report is not secured on organizational unit or funds center, so anyone with access to the Employee Data folder can view employees in any University unit.

**Procedure**

**Step 1: Run the Faculty and Staff Directory report**

General Variables		
Variable <sup>T</sup>	Current Selection	Description
Employee	<input type="text"/>	
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
School / College	ZBU_ORG_U122	SARGENT COLLEGE OF HEALTH & REHA...
Master Cost Center(s)	<input type="text"/>	
Organizational Unit	<input type="text"/>	

OK Check Cancel

There are no required variables for this report, but you should specify data for at least one of the available fields in order to narrow the data returned.

For this example, **School / College** has been specified<sup>2</sup>.

Based on this specification, the initial result looks like this:

Last Name <sup>▲</sup>	First Name <sup>▲</sup>	Middle Name <sup>▲</sup>	Title <sup>▲</sup>	Org Unit – Directory Display (A) <sup>▲</sup>	Org Unit – Directory Display (B) <sup>▲</sup>	Email <sup>▲</sup>	Office Phone Number <sup>▲</sup>	Office Address <sup>▲</sup>
...	...	...	...	College Health & Rehabilitation Sciences	SAR Stepp Lab	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Arunachalam Lab	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR CPR Services	...	...	940 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Enact Center Administration	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR CPR Training / International	...	...	940 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR CPR Services	...	...	940 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR CPR Services	...	...	940 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Arunachalam Lab	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR CPR Research	...	...	940 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Awad Lab	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Speech, Language and Hearing Science	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Enact Center	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Speech, Language and Hearing Science	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Health Sciences	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Barbas Lab	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Kramer Lab	...	...	635 Commonwealth Ave
...	...	...	...	College Health & Rehabilitation Sciences	SAR Physical Therapy Clinic	...	...	915 Commonwealth Ave

**Step 2<sup>3</sup>: Add Master Cost Center<sup>4</sup> and Remove Org Unit – Directory Display (A) (optional)**

Because the report was run for a single College, each of the employees listed shows the same **Org Unit (A)** value, so this Characteristic is superfluous and can be removed.

Inserting the Free Characteristic **Master Cost Center** in the left-most column will organize the report by Master Cost Center. The result will look like this:

Master Cost Center <sup>4</sup>	Last Name <sup>▲</sup>	First Name <sup>▲</sup>	Middle Name <sup>▲</sup>	Title <sup>▲</sup>	Org Unit – Directory Display (B) <sup>▲</sup>	Email <sup>▲</sup>	Office Phone Number <sup>▲</sup>	Office Address <sup>▲</sup>
...	...	...	...	Temporary Research Assistant	SAR Arunachalam Lab	...	...	635 Commonwealth Ave
...	...	...	...	LECT	SAR Speech, Language and Hearing Science	...	...	635 Commonwealth Ave
...	...	...	...	Clinical Assistant Professor	SAR Speech, Language and Hearing Science	...	...	635 Commonwealth Ave
...	...	...	...	CLAS/TP	SAR Speech, Language and Hearing Science	...	...	635 Commonwealth Ave
...	...	...	...	COORDINATOR, UNDERGRAD FROGS	SAR Academic Services	...	...	635 Commonwealth Ave
...	...	...	...	LECT	SAR Speech, Language and Hearing Science	...	...	635 Commonwealth Ave
...	...	...	...	Research Fellow	SAR Stepp Lab	...	...	635 Commonwealth Ave
...	...	...	...	Coordinator, Senior Staff	SAR Student Services	...	...	635 Commonwealth Ave
...	...	...	...	Postdoctoral Associate	SAR Arunachalam Lab	...	...	635 Commonwealth Ave
...	...	...	...	Temporary Researcher	SAR Stepp Lab	...	...	635 Commonwealth Ave
...	...	...	...	LECT	SAR Speech, Language and Hearing Science	...	...	635 Commonwealth Ave
...	...	...	...	CE Senior Associate Dean	College Health & Rehabilitation Sciences	...	...	635 Commonwealth Ave
...	...	...	...	Lecturer	SAR Speech, Language and Hearing Science	...	...	635 Commonwealth Ave
...	...	...	...	ADVISOR, ACADEMIC	SAR Academic Services	...	...	635 Commonwealth Ave
...	...	...	...	Teaching Professional	SAR Speech, Language and Hearing Science	...	...	635 Commonwealth Ave

<sup>2</sup> If you need a reminder of how to search for values for variables like **School / College**, refer to the Help guide *BW How to - Use the Matchcode or Search Box*.

<sup>3</sup> How you organize your directory is up to you. Steps 2 and 3 are optional and are for demonstration purposes only.

<sup>4</sup> The Help guide *BW How to - Add, Remove, or Move a Column in a Report* describes how to add a Free Characteristic to a report.

### Step 3: Add Manager

Add Manager from the Free Characteristics. The employee directory will now be organized by Master Cost Center and, within Cost Center, by Manager.

Master Cost Center	Manager	Last Name	First Name	Middle Name	Title	Org Unit - Directory Display (B)	Email	Office Phone Number
					Research Fellow			
					Temporary Researcher			
					Temporary Research Assistant			
					Research Assistant			
					COORDINATOR, UNDERGRAD PROGS			
					ADVISOR, ACADEMIC			
					Teaching Professional			
					ASSISTANT DEAN OF STUDENT SERVICES			
					Postdoctoral Fellow			
					ADMINISTRATOR, GRAD FIN AID			
					Coordinator, Senior Staff			
					Temporary Research Assistant			

### Step 4: Additional Changes

You may want to add other Free Characteristics or to move Characteristics around to organize the directory to suit your needs.

## Results and Next Steps

Once you have modified the report to display your roster in a way that makes sense to you, consider saving the layout as a view. Saving your work as a view will allow you to avoid having to go through each of the steps outlined above when you next want to view this or a similar roster. The Help guide [How to Save and Use a View](#) describes the necessary steps.