

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 University¹. 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 Nump
	tions croppe	-	-		Research Fellow	(and department)	Construction of the local division of the lo	
			the second		Temporary Researcher	and descent.	for other spin states	and the second second
		-	-		Temporary Research Assistant	And States of Concession, Name	manager star.	
		10000	100001	and a second	Research Assistant	And Street and	committing to this	1
	MAX NO.	ALC: N	Second Second		COORDINATOR, UNDERGRAD PROGS	And Address and Address and	Status age and	
		-	101100		A DV ISOR, A CA DEMIC	Contraction devices	record provides	
		man and	100		Teaching Professional	And includes a support of the local division of	second second	
		10000	and the second		A SSISTANT DEAN OF STUDENT SERVICES	CONTRACTOR NAME	constant again states	100000000
		-	100		Postdoctoral Fellow	Intelligencer, company, one bigging froming		-
		10000	-		ADMINISTRATOR, GRAD FIN AID	And a subscription of the	and the second s	and the second
	Television in case	1000	and the second		Coordinator, Senior Staff	and design devices.	and the spin state	and the second s
			-	hand	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

¹ 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

Ger	neral Variables		
	Variable≟ [∓]	Current Selection	Description
	Employee	1	
	Last Name	P	
	First Name		
	School / College	ZBU_ORG_U122	SARGENT COLLEGE OF HEALTH & REHA
	Master Cost Center(s)	n	
	Organizational Unit	1	
			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 specified².

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

Last Name ≞	First Name 🛦	Middle Name 🛓	Title ⊥	Org Unit – Directory Display (A) ±	Org Unit – Directory Display (B) ≜	Email 🔺	Office Phone Number 🛓	Office Address 🛓 🔪
	-		Second Second	College Health & Rehabilitation Sciences	SAR Stepp Lab	the second se		635 Common wealth Ave
-			Income Street or other	College Health & Rehabilitation Sciences	SAR Arunachalam Lab			635 Common wealth A
	-	-		College Health & Rehabilitation Sciences	SAR CPR Services	and the second		940 Common wealth
	-		Second Se	College Health & Rehabilitation Sciences	SAR Enact Center Administration	the state of the s		635 Common wealth
	-		State of the local division of the local div	College Health & Rehabilitation Sciences	SAR CPR Training / International			940 Common wealth A
	-			College Health & Rehabilitation Sciences	SAR CPR Services	and the second second		940 Common wealth
-			Name and Address	College Health & Rehabilitation Sciences	SAR CPR Services	- manager and		940 Common wealth A
-			And Performance of Concernment of Co	College Health & Rehabilitation Sciences	SAR Arunachalam Lab			635 Common wealth A
	-		The second se	College Health & Rehabilitation Sciences	SAR CPR Research			940 Common wealth
				College Health & Rehabilitation Sciences	SAR Awad Lab			635 Common wealth ≽
-	-			College Health & Rehabilitation Sciences	SAR Speech, Language and Hearing Science	And an approximate		635 Common wealth A
	-		States of Concession, Name	College Health & Rehabilitation Sciences	SAR Enact Center	the second se		635 Common wealth Ar
				College Health & Rehabilitation Sciences	SAR Speech, Language and Hearing Science	and the second s		635 Common wealth A
	-			College Health & Rehabilitation Sciences	SAR Health Sciences			635 Common wealth Av
-	-		-	College Health & Rehabilitation Sciences	SAR Barbas Lab	and a second sec		635 Common wealth A
	-		Transmission in contrast	College Health & Rehabilitation Sciences	SAR Kramer Lab	and the second		635 Common wealth 🔾
and and		M		College Health & Rehabilitation Sciences.	SAR Physical Therapy Clinic	-ven	mm	915 Common wealth

Step 2³: Add Master Cost Center⁴ 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**	Last Name 🗉	First Name ≞	Middle Name 🗉	Title 🛋	Org Unit – Directory Display (B) ≞	Email 🗉	Office Phone Number a	Office Address 🔬 🧃
service and the service service	-	-		Temporary Research Assistant	SARArunachalamLab	concerning a set		635 Commonw eaith A
	-	-		LECT	SAR Speech, Language and Hearing Science	And Street Street		635 Commonw eaith A
				Clinical Assistant Professor	SAR Speech, Language and Hearing Science	and the second second		635 Commonw eaith 🖋
	-			CLASTP	SAR Speech, Language and Hearing Science	and the part of the local division of the lo		635 Commonwealth
	-	-		COORDINATOR, UNDERGRAD PROGS	SAR A cademic Services	and a suggest that		635 Commonw eaith Av
	-	-		LECT	SAR Speech, Language and Hearing Science	and the second s		635 Commonwealth Av
		-		Research Fellow	SAR Stepp Lab	and the spin state		635 Commonwealth 2
	1.000	and the second		Coordinator, Senior Staff	SAR Student Services	and the spin state		635 Commonw eaith Av
		-		Postdoctoral Associate	SARArunachalamLab	real reageneers		635 Commonw eaith As
	-	-		Temporary Researcher	SAR Stepp Lab	the summary state		635 Commonw eaith Ave
	-	-		LECT	SAR Speech, Language and Hearing Science			635 Commonwealth
	-			CE Senior Associate Dean	College Health & Rehabilitation Sciences	and the second second		635 Commonw eaith Ar
	and the second s	-		Lecturer	SAR Speech, Language and Hearing Science	Concession and the local division of the loc		635 Commonw eaith Ay
	-	-		ADVISOR, A CADEMIC	SAR A cademic Services	and a generated		635 Commonwealth Au
man man		m	m	Teaching Professional	SAR Speech, Language and Hearing Science	mm	m	635 Commonweath

² 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*.

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

⁴ 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 Num
	COMPACT OF STREET	States in succession	and the second s		Research Fellow	Contraction and Contraction of Contr	data	
			the second		Temporary Researcher	Contraction of the Contraction o	des-statinger-title	and the second
		-			Temporary Research Assistant	And Street and	conceptor des	
		-	-	interest in	Research Assistant	And Street and	- COMPANY OF A	and the second
	-	Sec.	And a second second		COORDINATOR, UNDERGRAD PROGS	Contraction Streets	Sector and the sector of	
		-	10.000		ADVISOR, A CADEMIC	Contraction devices	second products	
			-		Teaching Professional	And includes and passing the result of the local division of the l	design of the local division of the local di	and the second second
		10.000	And and a second second		A SSISTANT DEAN OF STUDENT SERVICES	Contribution (Section	CONTRACTOR OF STREET, STREET, ST.	and the second s
		-	100		Postdoctoral Fellow	International Automatic Statistics, Control	- Conception and	-
		1000	-		ADMINISTRATOR GRAD FIN AID	Contraction in the same	- and the second	and the second second
	Television in succession.	1000	-		Coordinator, Senior Staff	and design income	and the support of the	and the second s
	-		-	all have	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 <u>How to Save and Use a View</u> describes the necessary steps.