

**Introduction**

**Description**

Unlike other HCM reports, data access for the Faculty and Staff Directory is not secured by Org Unit, so any university employee or group of employees can be viewed. Only Public Data is available in the report (i.e., no internal, confidential or restricted data is included).<sup>1</sup>

**Menu Path**

Reporting → Human Capital Management (HCM) → Employee Data (Distributed) → Faculty & Staff Directory

**Tips and Tricks**

- Email addresses are included in the report. Please note that use of these addresses is subject to the [BU Broadcast Email Policy](#).
- Data displayed in the report is as of the date the report is run.
- Using output from this report is a great way to develop a departmental roster. It's also possible to add manager information to develop a two-level org chart (i.e., manager and the employees who report to that manager).
- The **Last Name** and **First Name** variables are not case sensitive, i.e., upper, lower or a mix of cases are allowable.

**Procedure**

Click on the Portal link to start the report. Enter selection criteria via the *Variable Entry* screen.

General Variables		
Variable**	Current Selection	Description
Employee	<input type="checkbox"/>	
Last Name	<input type="checkbox"/>	
First Name	<input type="checkbox"/>	
School / College	<input type="checkbox"/>	
Organizational Unit	<input type="checkbox"/>	
Master Cost Center(s)	<input type="checkbox"/>	

OK Check

Note that the report has no required variables.

The report can be run by specifying one or more individuals by SAP Personnel Number (Pernr), Name, School / College, Org Unit or Master Cost Center.

<sup>1</sup> For more information about these categories, refer to the [Boston University Data Classification Policy](#)

**Report Output – Initial View**

Characteristics available in the initial layout include these data fields:

Last Name**	First Name ▲	Middle Name ▲	Title ▲	Org Unit – Directory Display (B) ▲	Email ▲	Office Phone Number ▲	Office Address ▲
[Redacted]	[Redacted]	-	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	-	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	-	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	-	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

**Free Characteristics**

The report contains these additional data fields:

- Campus
- College/School/Administrative Unit
- Employee (PERNR)
- Fac Emeritus Title
- Mail Code
- Main Indicator
- Manager
- Manager Email
- Manager Phone
- Master Cost Center
- Med Affiliation
- Org. Unit Level 4
- Org. Unit Level 5
- Org. Unit Level 6
- Org. Unit Level 7

**Definitions of Selected Data Fields**

Data Field Name	Data Type	Definition
Main Indicator	Characteristic	An indicator of "X" indicates that this position is the main assignment for the employee. This is important to use for faculty selections, to eliminate duplicate employees counts. All salary and budget information should be connected to this assignment/position.  Note: 1) currently, only faculty should have concurrent employment, but students who need security roles are set up with Non-Comp and student positions.  2) Currently this is usually the primary academic assignment. For a handful of faculty (executives and center directors) this will reflect their primary administrative assignment.
Med Affiliation	Characteristic	Medical institution with which an employee is affiliated, e.g., VA Boston, VA Bedford or South Shore Hospital
Org Unit – Directory Display (B)	Characteristic	The employee’s Org Unit, e.g., Physics
Org Unit Level 4 – 6	Characteristic	Identifies hierarchical display of employee’s Org Unit. For example: University Provost Office (Level 4) College & Grad School of Arts & Sciences (Level 5) Physics (Level 6)

**Use Case Example**

Suppose you want to look up a colleague in another department. You remember their last name, “Stewart,” but can’t recall their first name, nor the department in which they are employed. Furthermore, you aren’t sure if their name is spelled “Stewart” or “Stuart.”

Run the report and specify the characters in the name that you’re sure of and use wild-card characters (“\*” in BW)<sup>2</sup> as placeholders.

General Variables		
Variable**	Current Selection	Description
Employee		<input type="checkbox"/>
Last Name	st*art	<input type="checkbox"/>
First Name		<input type="checkbox"/>
School / College		<input type="checkbox"/>
Organizational Unit		<input type="checkbox"/>
Master Cost Center(s)		<input type="checkbox"/>

Here’s the result that includes both spellings for “Stewart” as well as an unexpected match for “Start.”

Last Name ▲	First Name ▲	Middle Name ▲	Title ▲	Org Unit – Directory Display (B) ▲	Email ▲	Office Phone Number ▲	Office Address ▲
START							
STEWART							
STUART							

<sup>2</sup> Using wild-card characters in BW reports is explained in this Help Guide: [How to: Use Wild Cards in Searches](#).

Here's the same data after **Manager** and **Manager Email** were added

Manager	Manager Email	Last Name	First Name	Middle Name	Title	Org Unit – Directory Display (B)	Email	Office Phone
[REDACTED]	[REDACTED]	STEWART	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	STUART	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	STEWART	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	START	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	STEWART	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	STEWART	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	STEWART	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

This result might be useful if not only the employee, but the employee's manager were to be contacted. Note that the sort order of **Last Name** has changed because the name of the manager now controls sorting for the report.