

# HR Solutions and Connections

FOR THE FACULTY AND STAFF OF CARNEGIE MELLON

## We Need Your Help:

Human Resources appreciates your support in updating the Directory. You can:

### 1. Update Your Data Yearly

Go to HR Connection's Demographics module ([http://www.cmu.edu/hr/benefits/hr\\_connection.html](http://www.cmu.edu/hr/benefits/hr_connection.html)) or MyAndrew's Directory section (<http://www.cmu.edu/myandrew/>) to review and update your contact information. Either of these services makes it easy to change your campus or home address and phone number.

### 2. If You're a Business Manager, Update Department Information

Once a year, Business Managers will receive information from HR to verify for the online directory. It will be less extensive than what you have received in the past, but it is still important that you review and update the information carefully.

### 3. Bookmark <http://www.cmu.edu/hr/directory>

That way, you can easily find the directory information you need. This site will be available December 1, 2009.

## The Directory Is Going Green

Every year, Human Resources gathers the information to create a new Faculty/Staff Telephone Directory. This information has also been available online for many years.

Beginning in 2010, the Directory will be moving to an online-only format.

*All of the information that was found in the paper directory (such as individual listings, organizational charts, emeriti professors, voicemail information, etc.) will be accessible from the online version.*

There are many reasons for this change, which are described below. But we still need you to provide us with up-to-date information so that the Online Directory is accurate.

### Why We're Going Online

#### Ensuring Current Information

The printed directory was a snapshot of Carnegie Mellon. We created the individual listings, departmental listings and related content from the data in our systems as of October of each year. By the time the Directory was distributed in January, it already contained errors, as people changed positions, moved offices, got hired or left the university. As the year progressed, the accuracy of the directory continued to deteriorate.

An online directory allows us to pull information from the HRIS system on-demand, ensuring that only current information is displayed.

#### Reducing Waste & Saving Trees

The directory is over 300 pages long. That's a lot of paper. While we have

used paper with recycled content, each year's crop of new directories still requires a great deal of new paper product.

In addition, thousands of old directories are discarded by departments across campus when the new editions arrive. Even with recycling many of these copies, there is still a great deal of waste generated.

#### Enhancing Convenience

For years, Human Resources has received feedback that many people prefer the any time/any place convenience of the web. Web analytics show that use of the online directory is very high.

In addition, searching on the web allows you to look up information in several ways – by last name, first name, department and/or Andrew ID, as well as partial name look-up. This can be extremely helpful when you aren't sure of the spelling of someone's name (or when you can't recall the name at all). The paper directory only allows manual searching by department or last name.

#### Reducing Costs

In the current economic climate we are all looking for opportunities to better manage our resources. Costs associated with producing a hard copy directory include printing, shipping and delivery expenses as well as the significant staff time required to produce a printed directory.

**We appreciate your consideration and support.**