

# Employee Directory

## Purpose

The employee directory is used to view an employee's active and/or termed position details.

## Associated Roles

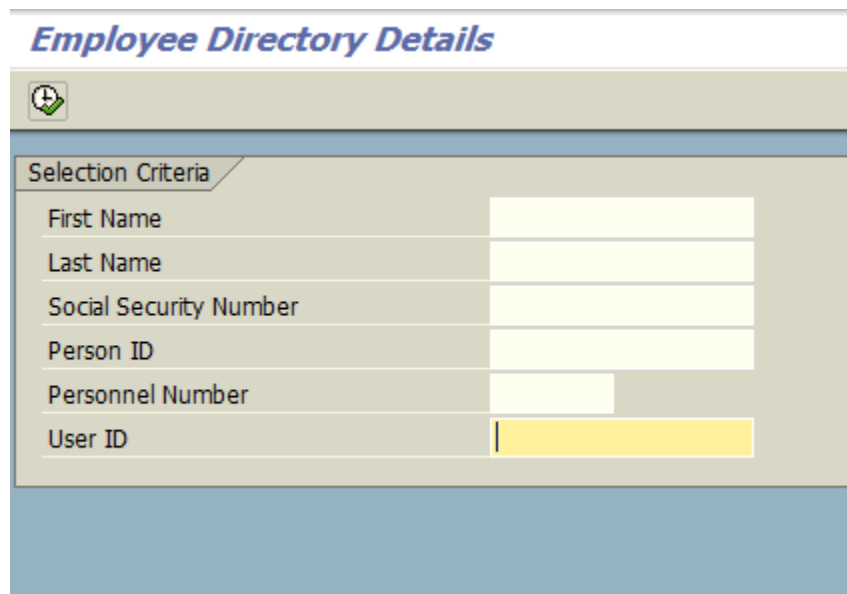
**ZU\_ENDUSER\_ROLE**

## Process Instructions

Transaction code: [ZHPA\\_DIR](#)

 [ZHPA\\_DIR - Enduser Role -> Display Employee Directory](#)

1. Enter Selection Criteria
  - a. You can search by any of the selections
    - i. Execute



The screenshot shows the 'Employee Directory Details' form in SAP. It features a 'Selection Criteria' section with several input fields: First Name, Last Name, Social Security Number, Person ID, Personnel Number, and User ID. The 'User ID' field is highlighted in yellow, indicating it is the active field. A green checkmark icon is visible in the top left corner of the form area.

2. Results will display with all positions related to person

EMPLOYEE DIRECTORY								
PERSON ID	PERSONNE...	LAST NAME	FIRST NAME	JHED ID	ORG Unit T...	Position Te...	Pers SubAr...	Emp Group...
90000177	90000177	Doe	Jane		HR Shared ...	Human Res...	Staff-Admin	Full Time

## Employee Directory

---

3. Double click on the position/line that you want to view more information on
  - a. Employee Directory Details will display

Field	Number	Text
Personnel No	90000177	Jane Doe
Position	20013124	Human Resources Services
Org. Unit	10003646	HR Shared Services
Personnel Area	UN10	University Administration
Personnel Subarea	U005	Staff-Admin
Employee Group	1	Full Time
Employee Subgroup	03	Salaried Exmpt
Business Area	101	UNIVERSITY ADMINISTRATION
Job	50010252	Human Resources Services Super
Payroll Area	S1	JH Semi-Monthly
Exempt Status	E	Exempt
Pers. Admin	A72	HRSS & BENEFITS
Status	3	Active
Hire Action Type	J1	JHEN Hire
Hire Action Date	02/01/2017	
Reassignment Date		
Term Date		
Date Term Processed		
Home Cost Center	1010242000	
Reports-to Position	20008937	HR Shared Services Manager
Reports-to Name		Marseglia , Monica

### **For Further Questions**

Please contact HR Shared Services at 443-997-5828