



Memorandum

To: Deans, Directors, and Department Chairs
From: John P. Streck, Assistant Vice Chancellor for Telecommunications
Date: May 18, 2006
Re: Update Process for Personal Listings in Printed Campus Directory

In preparation for the publication of the 2006-2007 printed Campus Telephone Directory, we are seeking your assistance in ensuring all University faculty and staff personal data are updated by August 25, 2006. The accuracy of the 2006-2007 printed Campus Telephone Directory relies on the accuracy of data contained in the online enterprise campus directory. For this reason, it is important that all University faculty and staff update their personal data. Personal data can be easily updated online via the web at <http://directory.unc.edu> by selecting the "update entry" option from the online directory link. Access to this site requires an ONYEN and a password.

While University faculty and non-faculty EPA staff may update their personal data online at <http://directory.unc.edu>, please note that rank and appointment data from EPAWeb will be merged with the online directory by June 30. When the merge occurs, appointment data from EPAWeb will overwrite data in the online directory. Currently, EPAWeb provides a more comprehensive listing of EPA appointments. So, it is highly recommended that any updates to EPA working titles be accomplished by departmental HR Facilitators via EPAWeb. When this merge has been accomplished, an additional communication will be distributed to HR Facilitators.

Personnel who are affiliated with the University but do not have or know their ONYEN should contact their HR Facilitator for assistance in updating their personal data.

All updates must be completed by Friday, August 25, 2006, to be included in the fall edition of the printed Campus Telephone Directory. Rules for inclusion of certain personnel (including contractors and temps) in the printed directory are currently under review. While additional reminders will be sent regarding the August 25 deadline, all personnel are encouraged to review and update their personal data now and at any point changes are needed in order to maintain the accuracy of the online directory.