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Employee Guide- How to View and Search the Employee Directory

Estimated time to complete: 2 minutes

In Brief...

This is a simple overview of the process.

1. From the Home page, click the Navigator menu icon located at the top left.

2. Open the Me section, then click Directory.

3. Enter the person name in the search field and press Enter.
   
   Note: If you wish to search for a Department or Job Title, this has to be done via Advanced Search rather than just the standard search.

4. Click on the applicable name in the list of results to view their details.

5. Expand Representatives to see key contacts for the employee

For detailed guidance, see the next section.

In Detail...

1. From the Home page, click the Navigator menu icon located at the top left.
2. Open the **Me** section and click **Directory**.
3. Enter the person name in the search field and press the **Enter** key.

**Note:** If you wish to search for a Department or Job Title, this has to be done via **Advanced Search** rather than just the standard search.

4. You’ll now see this person’s organisation chart:
5. Click on the applicable name in the **Directory** to view their details.

6. Expand **Representatives** to see key contacts for the employee

For Phase 1 the **Representatives** listed here will include key HR contacts (HR Systems, HR Operations), Payroll, Finance Managers and School/Department Administrators.
Please refer to Glossary