



## People and Money system

We realise this formatting may not be accessible for all – to request this document in an alternative format please email [hrhelpline@ed.ac.uk](mailto:hrhelpline@ed.ac.uk)



### Employee Guide- How to View and Search the Employee Directory

Employee

Estimated time to complete: 2 minutes

#### In Brief...

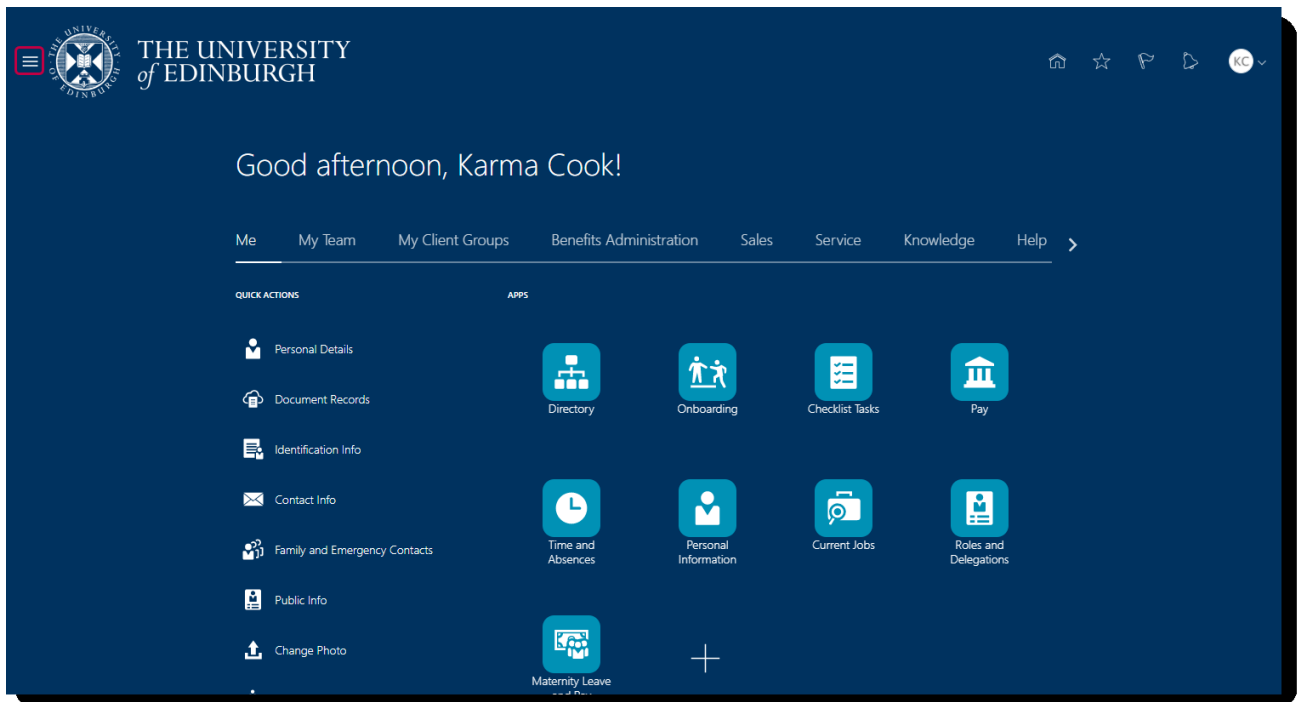
This is a simple overview of the process.

1. From the **Home** page, click the **Navigator**  menu icon located at the top left.
2. Open the **Me** section, then click **Directory**  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

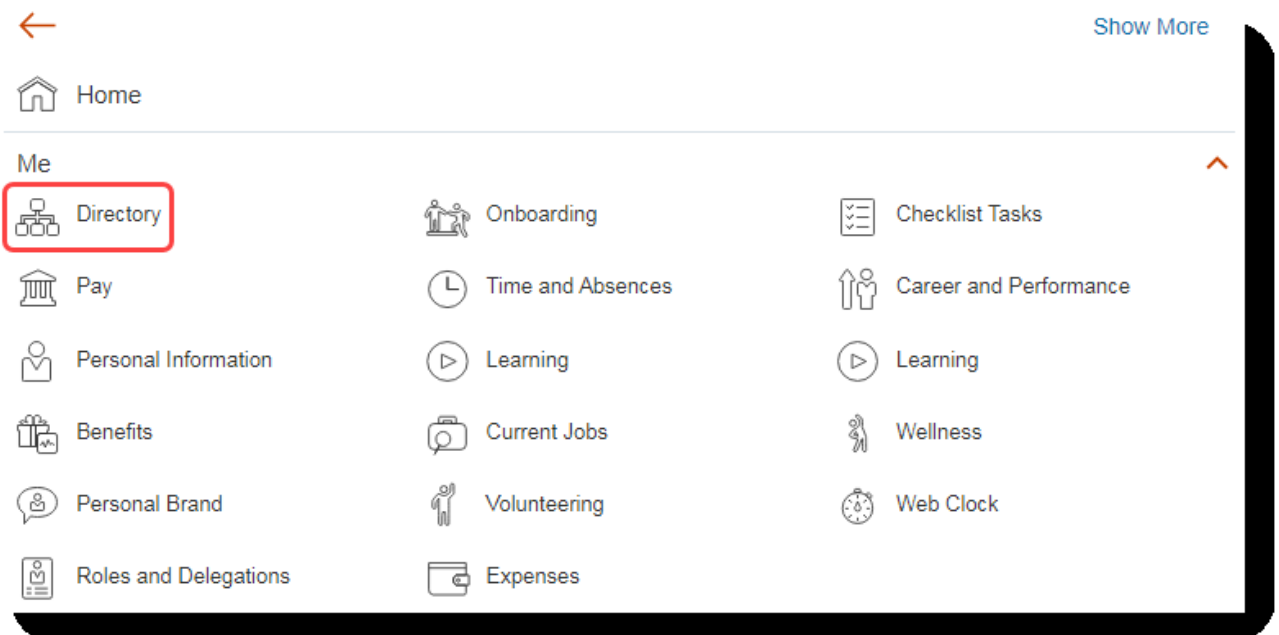
For detailed guidance, see the next section.

#### In Detail...

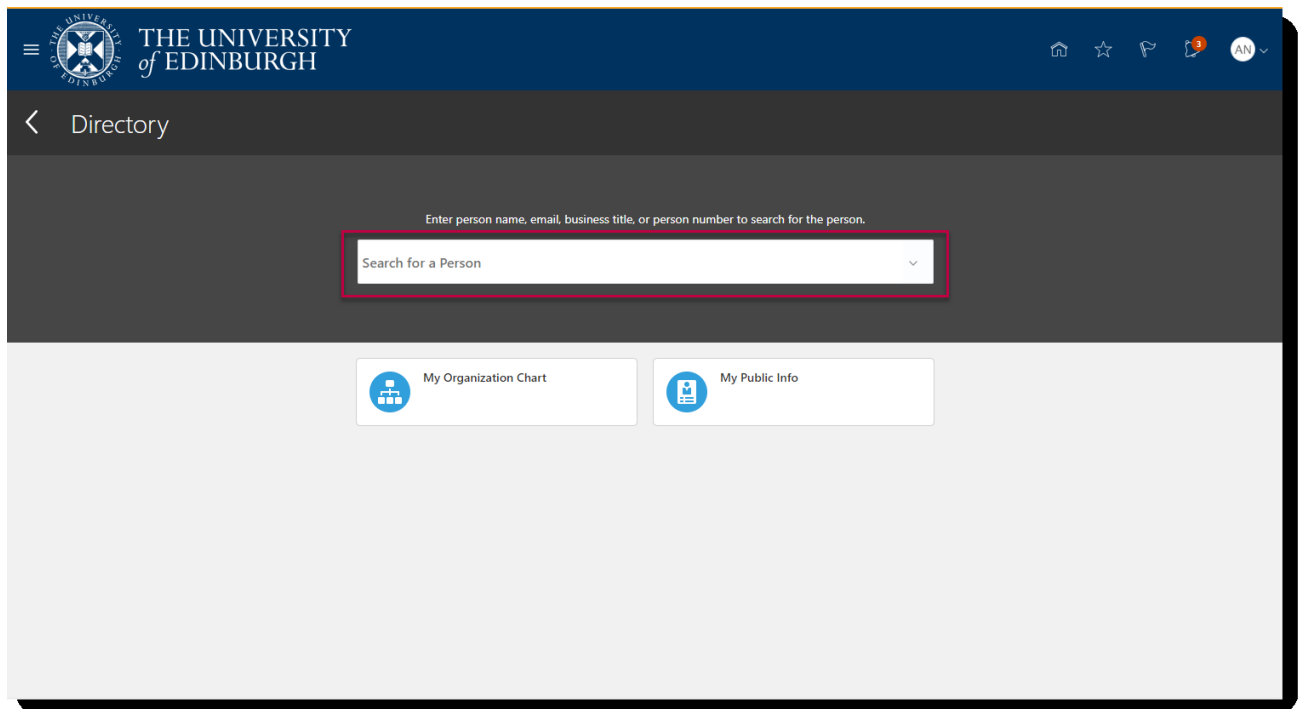
1. From the **Home** page, click the **Navigator** menu icon located at the top left.



2. Open the **Me** section and click **Directory**.

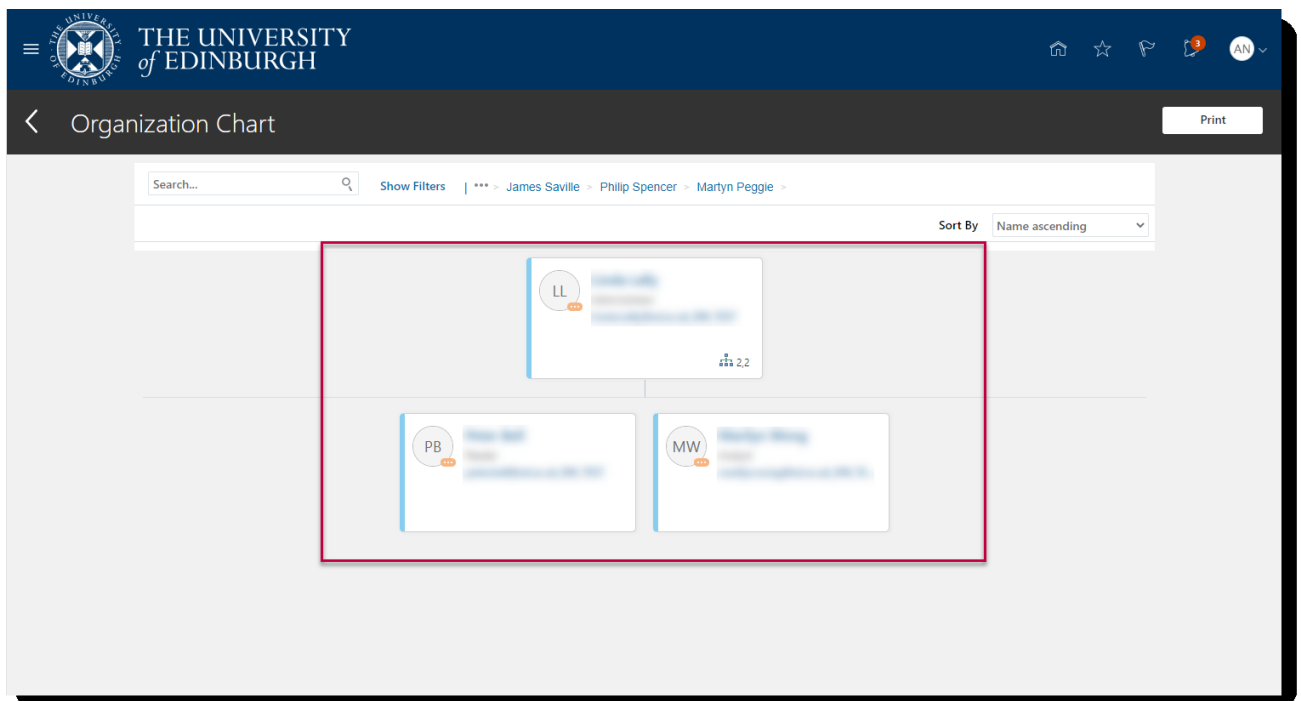


3. Enter the person name in the search field and press the **Enter** key.

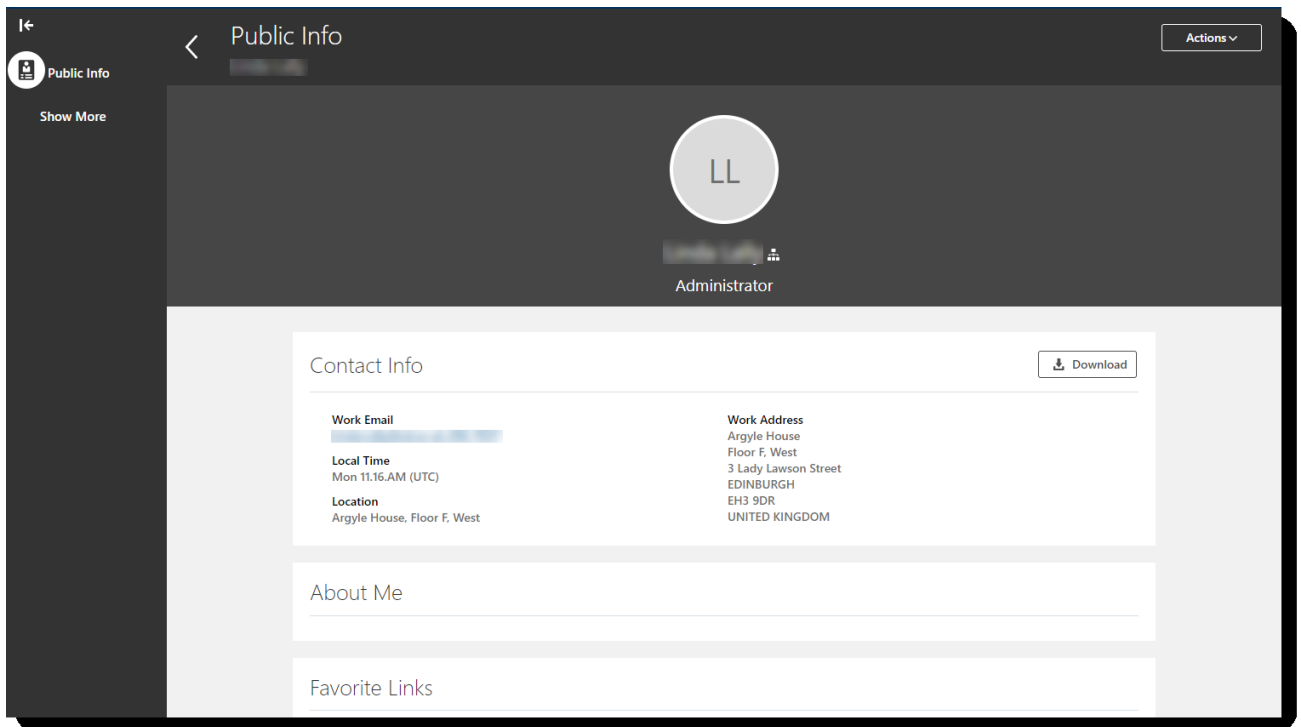


**Note:** If you wish to search for a Department or Job Title, this has to be done via **Advanced Search** rather than just the standard search.

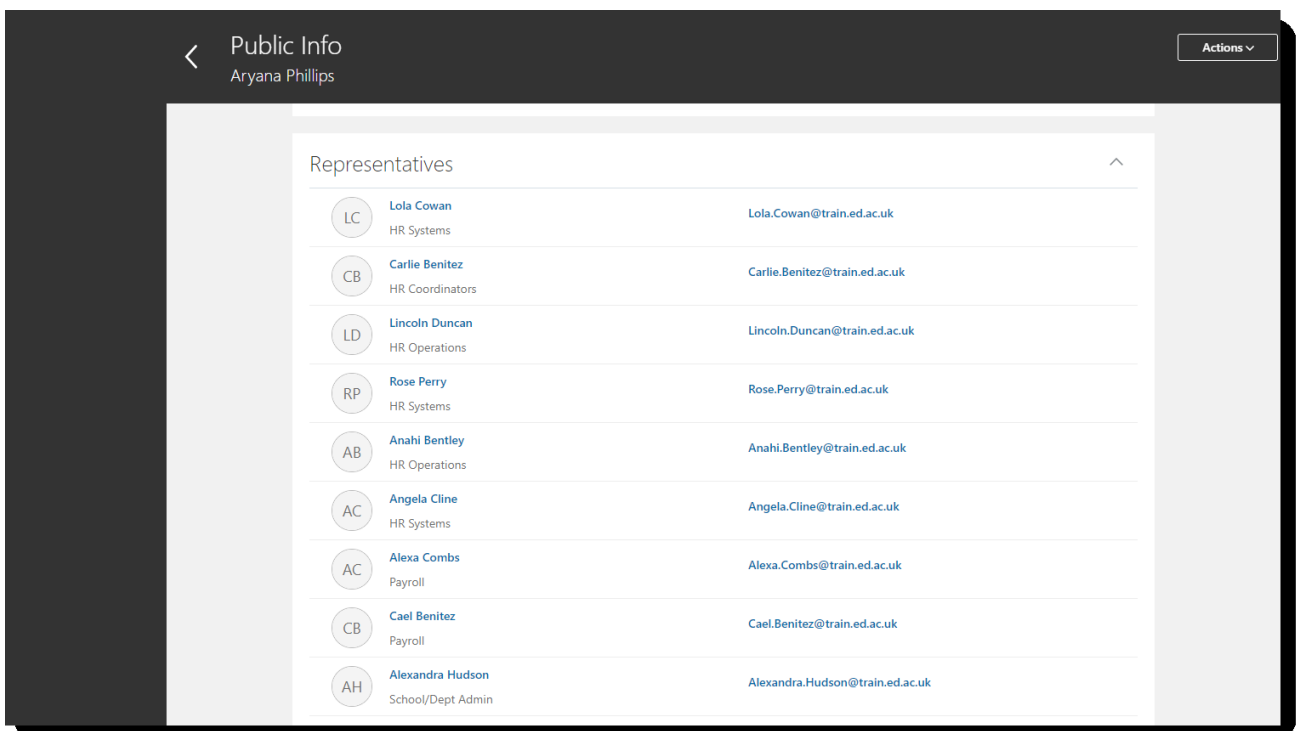
4. You'll now see this person's organisation chart:



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