



## People and Money system

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

#### Employee


Employees – As part of the People & Money System you have access to a Staff Directory. This includes public information that other members of staff at the university can view.

This guide covers how to use the directory including:

- Searching and Viewing the Employee Directory
- Viewing and Printing Organisation Charts



#### In Brief...

### Searching and Viewing the Employee Directory

1. From the **Home** page, open the **Me** section.
2. Click **Directory**  Directory
3. Enter the person's name in the search field and click on their **Name**  
**Note:** If you wish to search for a Department or Job Title, this must 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 [Searching and Viewing the Employee Directory section](#).

### Viewing and Printing Organisation Charts

1. From the **Home** page, open the **Me** section.
2. Click **Directory**  Directory
3. To view your organisational chart, click **My Organisation Chart**, to view someone else's organisation chart, search for them in the Directory and click on their  
Organisation Chart  icon.

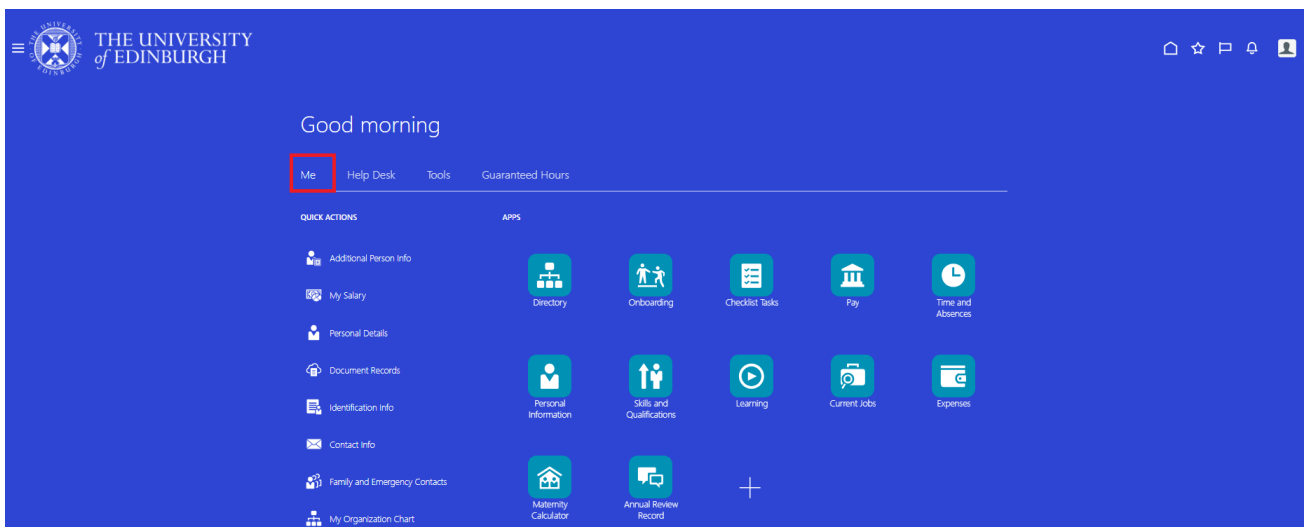
4. To print the organisation chart click **Print**
5. Use the dropdown menu to choose what **File Format** you require.
6. Use the dropdown menus to indicate how many **Levels to Display** and which **Fields to Display**
7. Fill out other fields as appropriate.
8. Click **Preview** to see a preview of the chart.
9. Click **Print** and the file will be downloaded by your browser.
10. You can either save or print locally.

For detailed guidance, see the [Viewing and Printing Organisation Charts section](#).

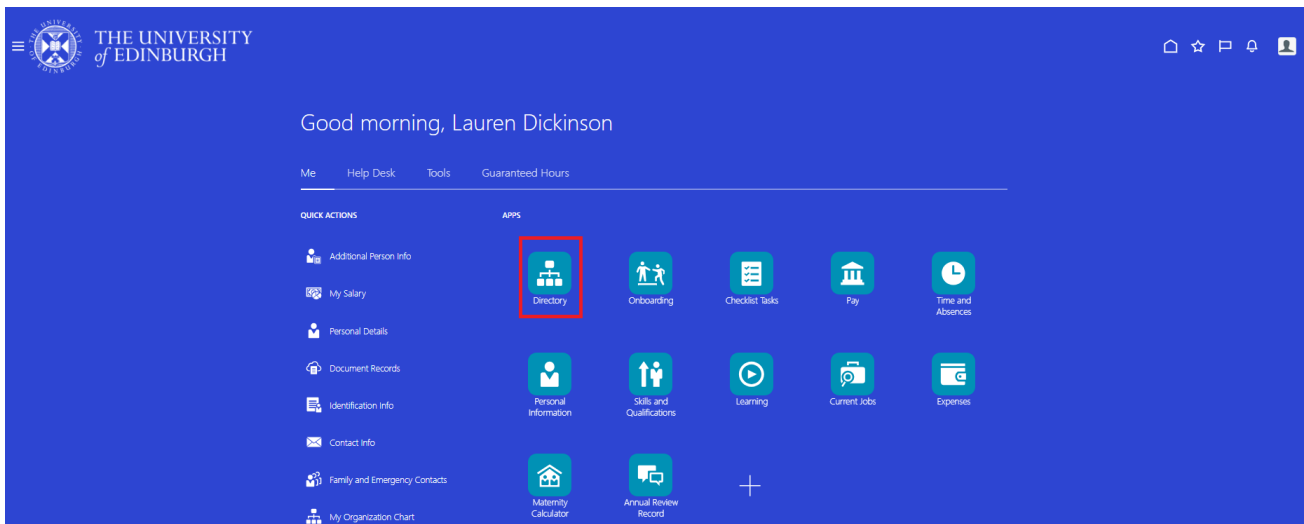
In Detail...

## Searching and Viewing the Employee Directory

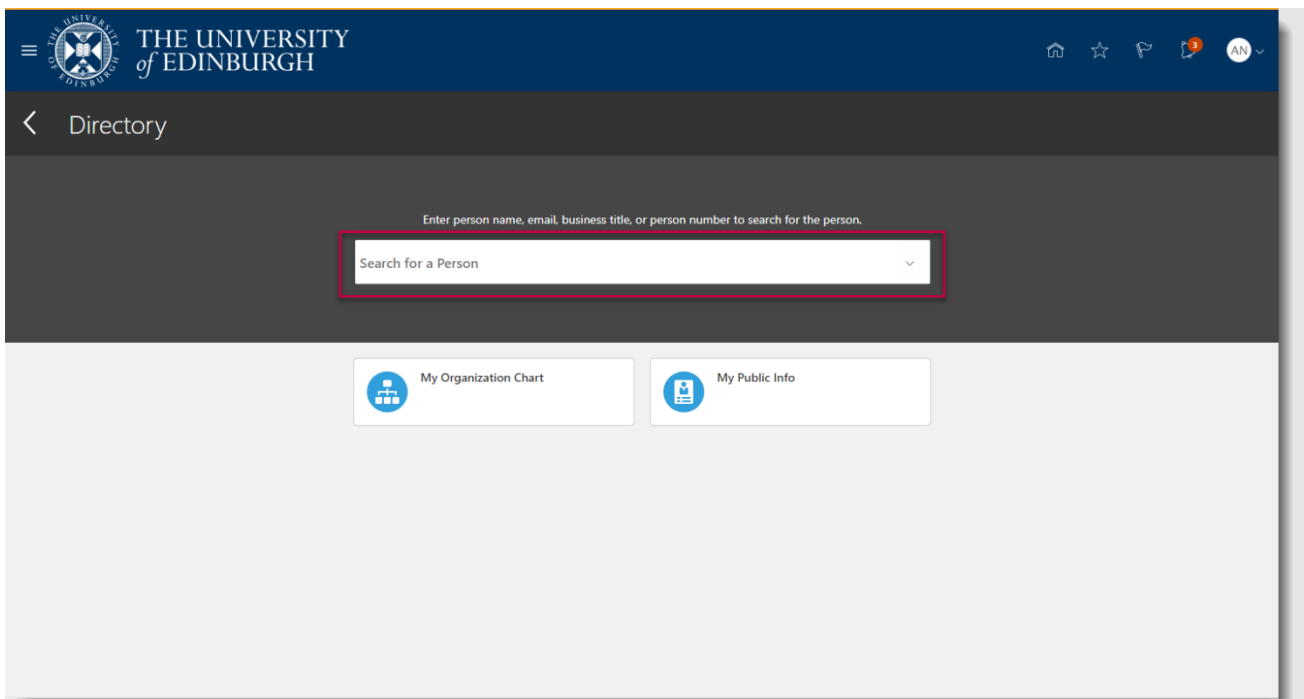
1. From the **Home** page, click the **Me** section.



2. Click **Directory**.

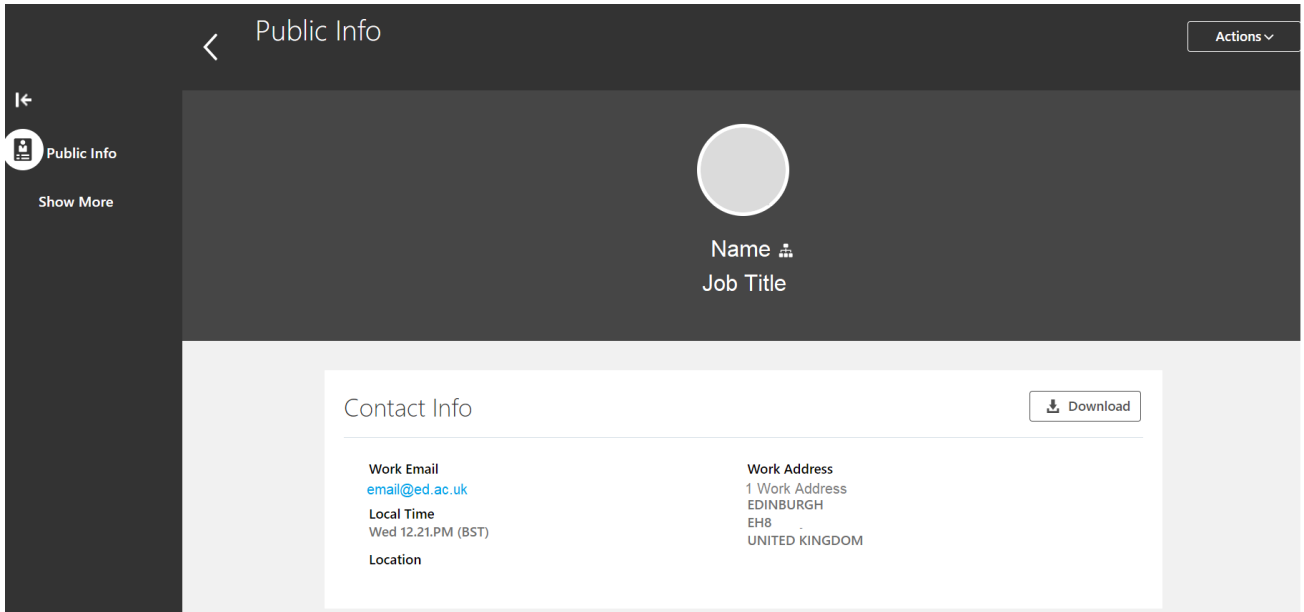


3. Enter the person's name in the search field and click on their **Name**.

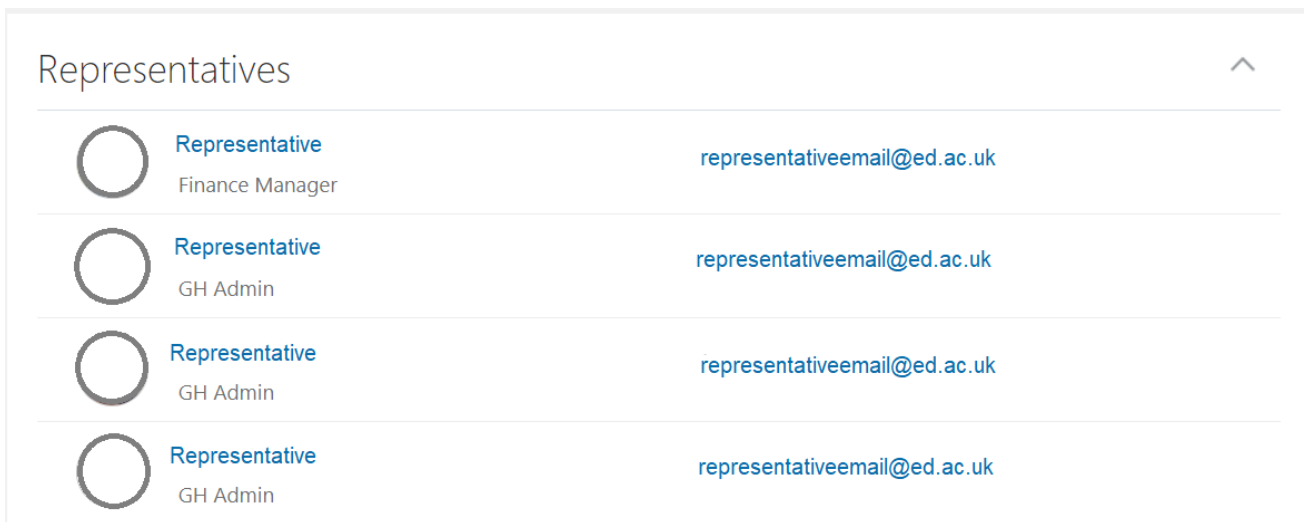


Note: If you wish to search for a Department or Job Title, this has to be done via **Advanced Search** rather than just the standard search.

4. Click on the applicable name in the **Directory** to view their details




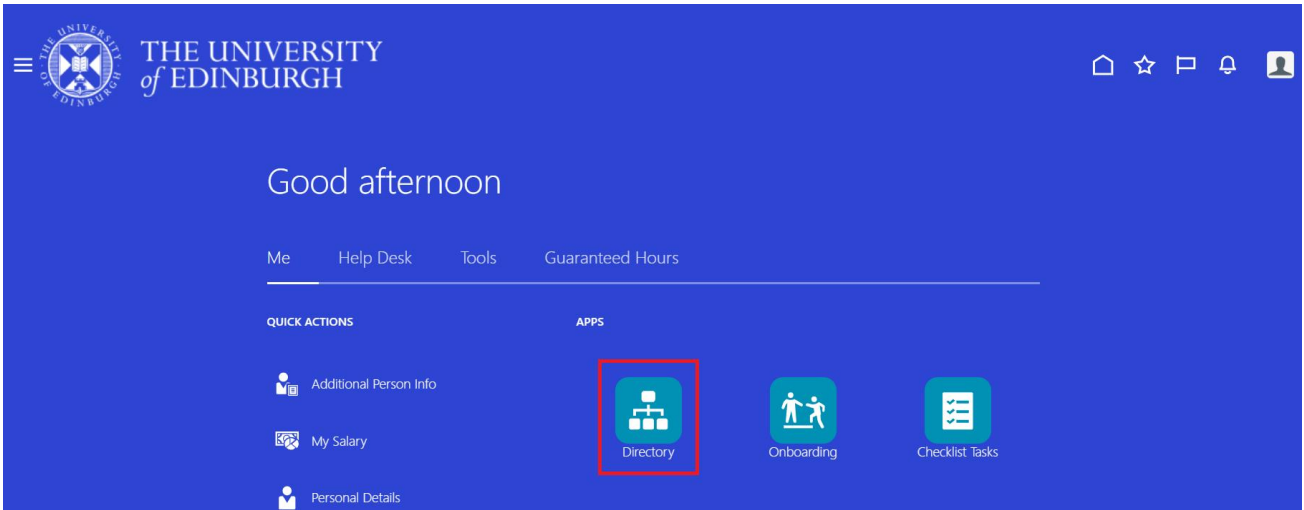
5. Expand **Representatives** to see key contacts for the employee




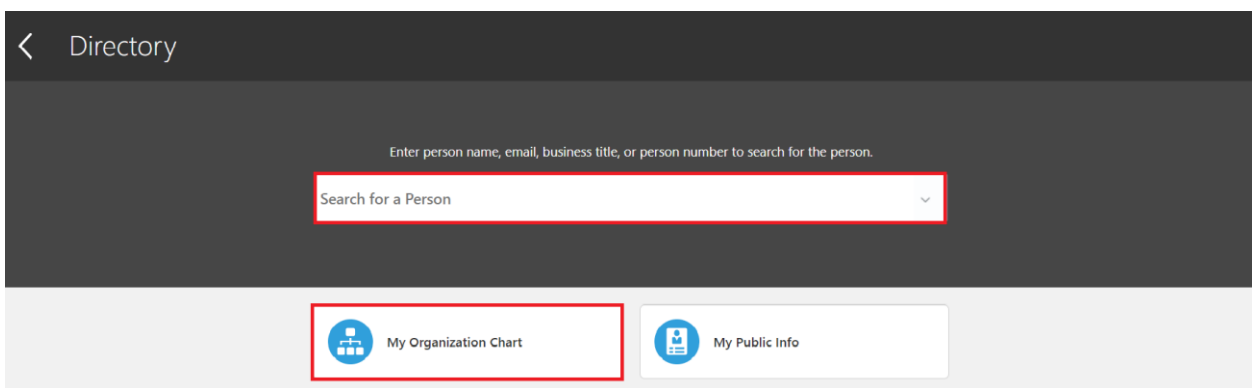
Note: **Representatives** listed here include key HR contacts (HR Systems, HR Operations), Payroll, Finance Managers and School/Department Administrators. Representatives can perform certain actions on your record.

### Viewing and Printing Organisation Charts

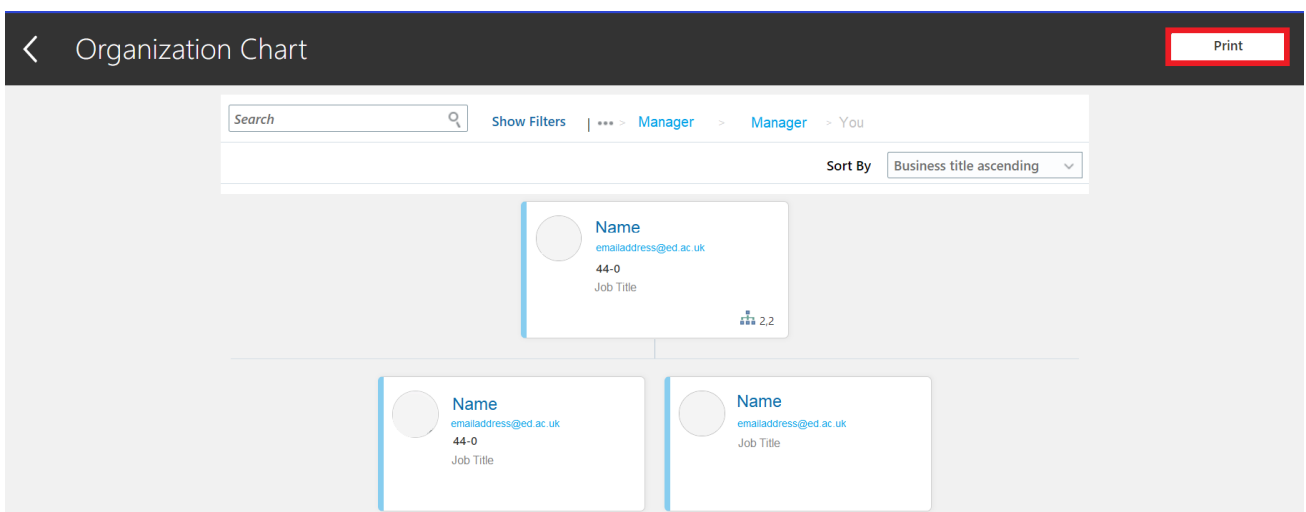
1. From the **Home** page, open the **Me** section.
2. Click **Directory**  Directory



3. To view your organisational chart, click **My Organisation Chart**, to view someone else's organisation chart, search for them in the Directory and click on their Organisation Chart  icon.



4. To print (or download) the organisation chart click **Print**



5. Use the dropdown menu to choose what **File Format** you require, e.g. PDF.

## Print Options

Organization Head

\*Levels to Display

File Format

\*Fields to Display

Layout Definition

Orientation

- Horizontal  
 Vertical

6. Use the dropdown menus to indicate how many **Levels to Display** and which **Fields to Display**

## Print Options

Organization Head

\*Levels to Display

File Format

\*Fields to Display

7. Fill out other fields as appropriate.

8. Click **Preview** to see a preview of the chart.

Configure Organization Chart Print

Print Preview

Print Options

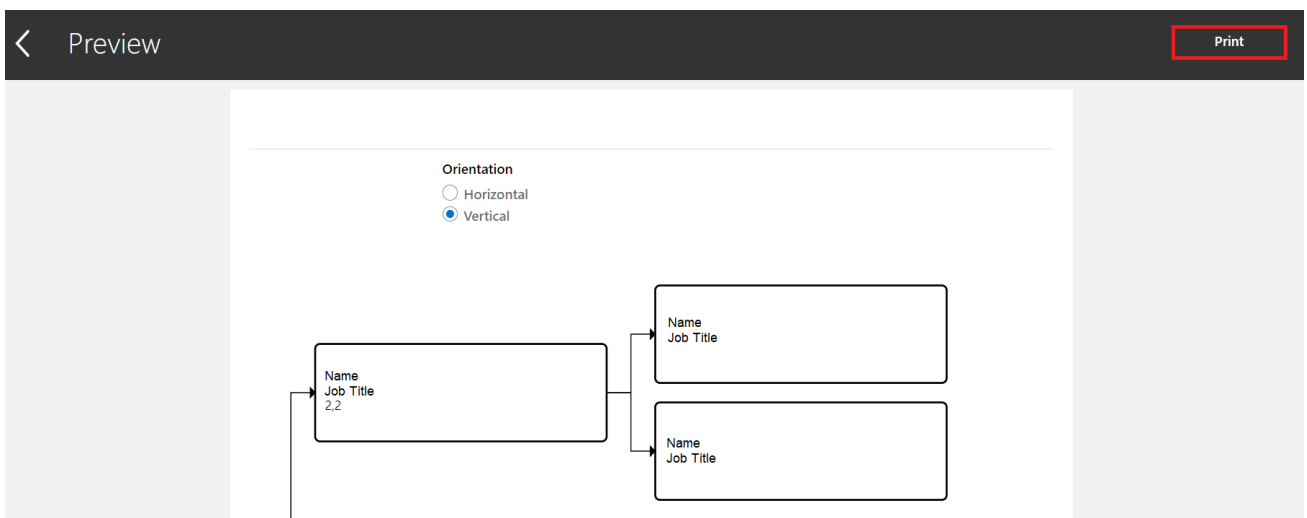
Organization Head

\*Levels to Display

File Format

\*Fields to Display

9. Click **Print** and the file will be downloaded by your browser.



10. You can either save or print locally.