

Employee Directory Inquiry

[IDIR]

```
PLEASE ENTER EMPLOYEE ID OF RECORD TO BE RETRIEVED
01/27/05          HUMAN RESOURCE SYSTEM          IDIR
16:31:05.1      EMPLOYEE DIRECTORY INQUIRY      LSM1

Legal Name:                               Status:
Sign Name:
Empl Id:  -  -

Office Mailing Address/Phone
Address:                               Loc:      Home AA:
Phone:

Physical Office Address
Address:                               Loc:
Address:                               Loc:

Send Title:
Long Title:

NEXT EMPL ID:
NEXT FUNCTION:                               (MENU, KEYS, END)
```

Purpose:

To view employee directory information.

Security Access Requirements:

None- Use of this function is available to all users who have an IBIS account.

To Use IDIR from any IBIS Function Screen:

From M1M1 screen at "NEXT FUNCTION:", key in IDIR and the employee ID of the employee desired; press **ENTER**. The IDIR screen containing the selected employee's directory data will be displayed.

Example:

NEXT FUNCTION: IDIR 958207727

```
01/27/05          HUMAN RESOURCE SYSTEM          IDIR
15:50:40.7      EMPLOYEE DIRECTORY INQUIRY      LSM1

Legal Name: MC CAMLEY, LINDA SUSAN          Status: ACT
Sign Name: MC CAMLEY, LINDA SUSAN
Empl Id: 9-5820-7727

Office Mailing Address/Phone
Address: 0026 SHIELDS BLDG          Loc: UP          Home AA: 045
Phone: 814-863-1172

Physical Office Address
Address: 0024 SHIELDS BLDG          Loc: UP
Address:                               Loc:

Scnd Title: INFO SYS SPT CNSLT
Long Title:

NEXT EMPL ID:
NEXT FUNCTION: (MENU, KEYS, END)
```

Example:

At "NEXT EMPL ID:" key in another employee's employee ID, press **ENTER**. The IDIR screen containing the next selected employee's directory data will then be displayed.

NEXT EMPL ID: 999999999

➤ **Note:**

If the EMPL ID is not known, use the BFSN function (Browse by Person & Date Entered) to identify it.

An Alternate Approach (shortcut):

From M1M1 screen at "NEXT FUNCTION:", key in BALU; press **ENTER**. At this initial BALU screen, insert Last and First Name; press **Enter**. Enter Selection Number to choose the person. Then tab to "NEXT FUNCTION:" and enter IDIR, press **ENTER**. User contact information including Employee ID should automatic display.