Staff Directory Title Override Quick Sheet

Description

The Staff Directory Title Override is to allow for departments to override the department name showing in the staff directory.

With the reorganization, the name for Org codes may not align with the new Department Title. For example, an Org name in the Staff Directory for an employee's job may still remain "Office of the Campus President" when the job's new Department Title should be something entirely different.

Alignment of new Orgs and Department Titles should occur with the start of the next biennium.

The Temporary Staff Directory Title Override will override the Org name for employees in the Staff Directory with the accurate Department Title.

There is now a field in **PPAIDEN** where the new title can be entered.

## Please Note Regarding the Staff Directory Title Override:

1. The override will only affect the Staff Directory. It will not impact any other places the Org Name is used.

2. The override for an employee is only needed if the Department Title needs to be different from the Org Name (i.e. Department Title 'Math' vs. Org Name, 'Sylvania Math').

3. Banner users must have Common Matching access to update the field in **PPAIDEN**.

4. Currently, the Staff Directory shows 25 characters but the field in **PPAIDEN** is longer.

5. The change won't show up immediately. They directory information is refreshed twice a day around noon and 5:30pm.
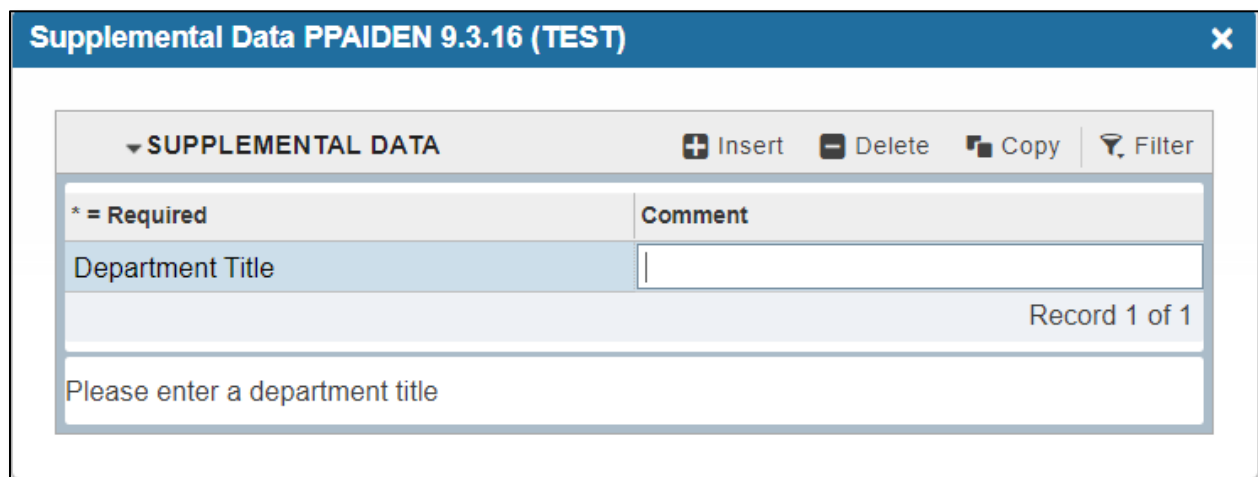
Instructions in Overriding Org Title in Staff Directory

Step 1:   In Banner, visit **PPAIDEN**, enter the employee's G Number and hit **Go**.

Step 2:   Click on the More Information link on the Current Identification tab.
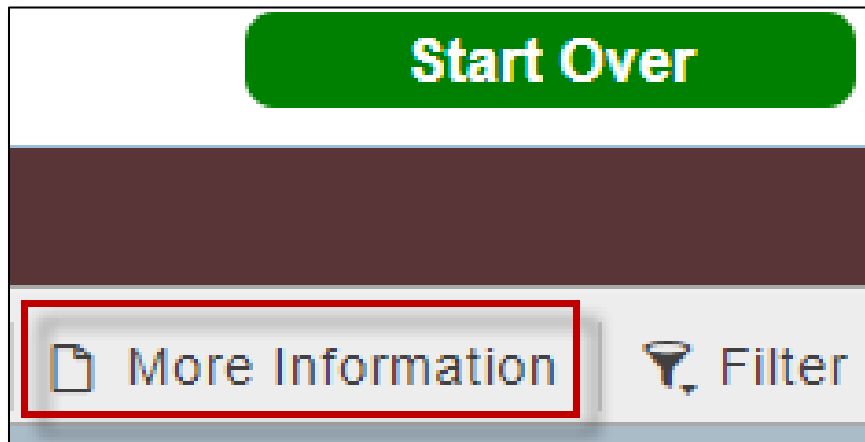
A box will open to view or enter override Department Title:

Step 3:   Enter in the new Department Title.

Step 4:   Click **Save**.

The override title will show after the next directory update.

Portland Community College