HR Employee Directory Position Lookup Dashboard

General Information

The purpose of this dashboard is to provide visibility to ALL employee active position list that are primary and non-primary as of the specified date. To obtain detail information such a compensation information on an employee you may contact the primary reporting department DA (Department Administrator) from the link on the dashboard page.

Data Note: The Department Administrator list was provided and maintained by the office of Sponsored Program Administration.

Data Sources

Data are sourced from PeopleSync and are built using the UDW+ HR-Employee Directory subject area.

Dashboard Prompt Filters

The following dashboard prompts are available for filtering results:

<table>
<thead>
<tr>
<th>Filter</th>
<th>Location</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>main</td>
<td>The aggregation of PeopleSync supervisory organizations above Reporting Department in NYU's hierarchy. It allows for analysis at the school or administrative division level of the University.</td>
</tr>
<tr>
<td>Reporting Department</td>
<td>main</td>
<td>The aggregation of PeopleSync supervisory organizations at the lowest level of NYU's hierarchy, used for isolating information for analysis at the administrative or academic department level.</td>
</tr>
<tr>
<td>Campus Id</td>
<td>main</td>
<td>Type in or search for the employee campus id. Filter results to a subset of data that corresponds to one or more positions for the employee.</td>
</tr>
<tr>
<td>Name</td>
<td>main</td>
<td>Type in or search using the employee full name name with the format of (Last, First, MI).</td>
</tr>
<tr>
<td>Net Id</td>
<td>main</td>
<td>Type in or search using the employee Net id in ALL CAPS format.</td>
</tr>
<tr>
<td>Position Id</td>
<td>main</td>
<td>Type in or search using position id. Filter results to a subset of data that corresponds to the position for the employee.</td>
</tr>
<tr>
<td>As Of Date</td>
<td>main</td>
<td>The only required field. Selecting an As Of Date will limit results to position assignments in effect on that particular day.</td>
</tr>
</tbody>
</table>

Employee and Position Information

The final report displays basic directory information about each position included including the employee assigned, business title, work space location, job family and job family group.