Instructions for Updating Electronic Directory
Go to http://www.siu.edu/
Click on People Finder
You may edit personal information by clicking on Faculty/Staff and entering last name then Click on “Search”

Click on your name
Want to edit your entry?

Click here to view and/or edit certain fields in your entry. You may only change the value of fields with a label with a gray background.

Search Again
Enter your network ID (SIU85XXXXXXX) and password

Please read the information in the gray box as to what you may change
If you need to make other changes that do not have edit, click on the **HR management system**.
This is the screen you should get when you click on HR Management System.

Enter your Network ID and password here and hit Login.

Welcome to SIUC Single Sign-on

The SIUC Single Sign-on system is used for various web-based campus applications to authenticate users against the Network ID system.

Network ID:
Password:

Cancel
Login

SIUC People Finder
Find Student, Employee and Department Information

Network ID help info here?
NOTE: To change name you must click on the link to download W-4 form. To change Address you must click on the link to download Change of Address form. Both of these forms must be completed and sent to appropriate offices. (ie Payroll or HR)

On the following, by clicking on change you will generate an email to HR to Initiate the change in the HR System

- Mail Code
- Building
- Room Number
- Work Phone
- Home Phone
- Spouse
- Degree Level

Note: Dept and Title can only be changed by dept initiated personnel paperwork.
Example: The change button for room number will look like the following. Please enter the correct room number and hit change. Once this is done it will take back to the previous screen to make another change. Hitting the change button will generate an email to hrinfo and Human Resources will receive the email and make the change.

**NOTE:** It may be up to 2 weeks before the electronic directory is updated.
Degree Information

Note: Degree level will be noted in the directories as B, M, or D. However, the system will have; for example B.A., M.A. or PHD.
Change of Name will ask you to complete a new W-4 form which may be found at:  
http://eforms.siu.edu/siuforms/info/pao0101.html

Click on “link”
<table>
<thead>
<tr>
<th><strong>Form Title:</strong></th>
<th>Employee W-4 Tax Withholding Allowance Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Employee W-4 Tax Withholding Allowance Certificate</td>
</tr>
<tr>
<td><strong>Usage Notes:</strong></td>
<td>None available</td>
</tr>
<tr>
<td><strong>Use Documentation:</strong></td>
<td>Form Use Information</td>
</tr>
<tr>
<td><strong>To be used by:</strong></td>
<td>Campus Use</td>
</tr>
<tr>
<td><strong>Posted on:</strong></td>
<td>22 Mar 2007</td>
</tr>
<tr>
<td><strong>Posting by:</strong></td>
<td>Human Resources - Payroll</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>Clay Cochran</td>
</tr>
<tr>
<td><strong>Author's email:</strong></td>
<td><a href="mailto:claytonc@siu.edu">claytonc@siu.edu</a></td>
</tr>
<tr>
<td><strong>Form ID:</strong></td>
<td>pao0101</td>
</tr>
</tbody>
</table>

Click on “Download Form”
This form should be completed and sent to Southern Illinois University, Human Resources, Miles Hall, Carbondale, IL 62901-6520.
Change of department, rank, title or classification requires paperwork initiated by the department.

The Department and Rank, Title or Classification are based upon personal paperwork and can only be updated through processing new paperwork.

Contact HR here for more information
For address changes-clicking on the change field will generate an Address Change form to be completed and sent to:

Carbondale
- Human Resources 6520

Springfield
- Human Resources 9601