

Introduction

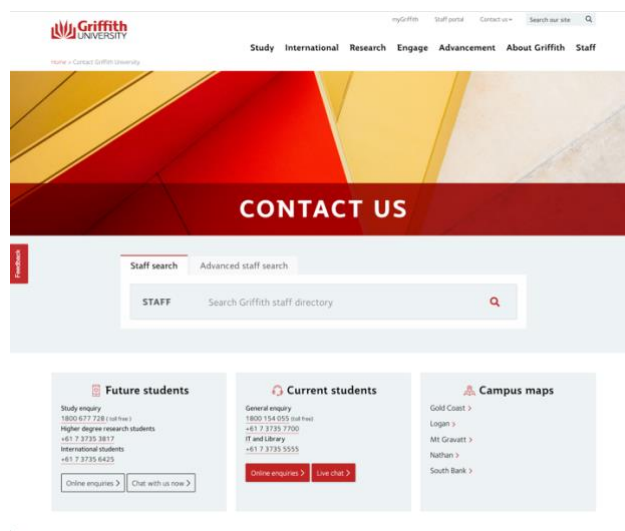
The [Griffith staff directory](#) displays contact information for University staff. Staff details populate from Human Resources employment information, phone profile data and information provided by staff in the *My Staff Directory Profile* page.

By default your staff directory profile is set not to publish.

About My Staff Directory Profile

The following data can be updated or opt out via the My Staff Directory Profile:

- Email & extension overrides (mainly for call centre staff who do not advertise personal contact information)
- Mobile phone number
- Location (Campus, Building and Room)
- Additional Roles (e.g. Fire Warden, Justice of the Peace, Staff Ally etc.)



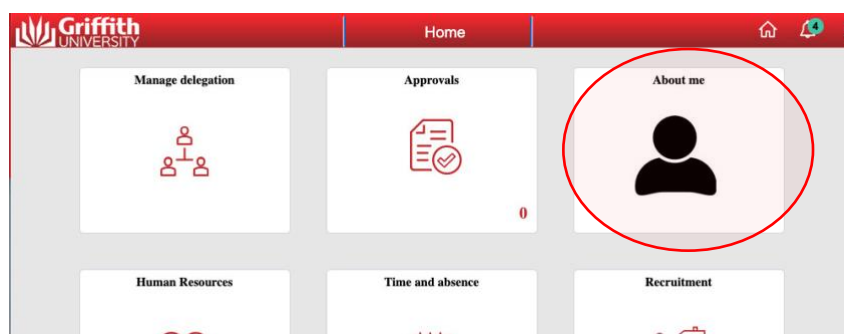
Name information, position title or department cannot be updated in My Staff Directory Profile.

This data is linked to your employment record at Griffith, so can only be updated via Griffith Human Resources. Find out more: [Human Resources Personal Details](#)

Access My Staff Directory Profile

- 1 Select **About Me** on the Griffith University *My Staff Page*.

To access go to Griffith Staff Portal > My Staff Page > About Me



2

Select **My Staff Directory Profile** from the left hand panel to view profile information displayed in the [Griffith Staff Directory](#) (Contact Us).

Home
About Me

My Pay Details
My Personal Details
My Position Details
My Staff Directory Profile
My Equity Data
My Profile
Staff Data Change - Occupant
Notification of Resignation
Allowances / Deductions / FWA
View Allowances/Deductions/FWA

My Staff Directory Profile

Your contact information will appear within your relevant department in the staff directory. Department information aligns with the HR organisational structure approved during [B2S](#) workplace changes.

You can confirm this information is correct via [My Staff Page > About Me > My Position Details > Dept Description](#)

Default Information

Email j.bloggs@griffith.edu.au
Phone 073/735-1234
Extension 51234

Default Information Overrides

Email
Phone
Extension
Mobile
☐ Publish Staff Directory Publicly
☒ Publish Staff Directory Profile Internally

Location

Campus CAMNAT
Building N53
Room 0.45D

Hide Data From Directory (tick to hide)

☒ Email
☐ Phone
☐ Mobile
☐ Location

Additional Roles (e.g. Fire Warden)

Role Code	Role Description	Campus	Building	Room		
1 SA	Staff Ally	CAMNAT			+	-

Save

Review default information

Data is sourced from other Griffith systems. Incorrect data should be changed at the relevant source.

- 1 Department:** Sourced from HR employment data.* Only a single record is populated in the Griffith Staff Directory.
- 2 Email:** Data sourced from HR employment data.
- 3 Phone & Extension:** Data is sourced from your [phone profile](#) (extension) information.

My Staff Directory Profile

- 1** Your contact information will appear within your relevant department in the staff directory. Department information aligns with the HR organisational structure approved during [R2S](#) workplace changes.

You can confirm this information is correct via *My Staff Page > About Me > My Position Details > Dept Description*

Default Information

2 Email j.bloggs@griffith.edu.au

Phone 073/735-1234 **3** Extension 51234

* Department data can be checked via Griffith Staff Portal > My Staff Page > About Me > My Position Details

The screenshot shows the 'About Me' page in the Griffith Staff Portal. On the left, a sidebar menu has 'My Position Details' highlighted with a red circle and a red '1'. The main area displays a table with the following data:

Rownum	Job Record	Position Number	Position Title	Location	Department	Dept Description	Duties Type	Reporting To
1	0	000456	Lecturer	Nathan Campus	IIC	Digital Foundations		Strategic Delivery Manager

Default Information Overrides

Provides the option to override data in the staff directory only. Changes will not update other Griffith systems.

- 1 Email, Phone & Extension:** Usually only required by call centre staff who have generic contact information (E.G. IT Service Centre, Student Connect, HR etc).



Changing this data will only affect the staff directory. It will not change your Outlook email or name displayed on your phone (phone profile).

- 2 Mobile:** Available for staff who choose to advertise this as a contact number.

- 3 Publish Staff Directory Publicly:** Tick to display contact information to everyone in the [Griffith staff directory](#) (including the general public).

- 4 Publish Staff Directory Profile Internally:** Tick to display contact information internally only (Griffith Single Sign-On required). Note: This option recommended for Corporate Services staff as a security measure against cold-calling.

Default Information Overrides

Email

Phone

Extension

2 Mobile

3 ☐ Publish Staff Directory Publicly

4 ☒ Publish Staff Directory Profile Internally



Staff can opt out of the appearing in the Staff Directory by unticking both **Publish Staff Directory Publicly** AND **Publish Staff Directory Profile Internally**.

The standard default is to not appear in the staff directory. New staff must choose to opt in by ticking an option.

Location

- 1** **Campus, Building & Room:** Update these fields when you move location by selecting from the search option.

Location

1 Campus	<input type="text" value="CAMNAT"/>	Building	<input type="text" value="N53"/>	Room	<input type="text" value="0.45D"/>
-----------------	-------------------------------------	----------	----------------------------------	------	------------------------------------



Only a single location can be published in the Griffith staff directory. This should be your primary location.

Hide Data From Directory (Tick to hide)

- 1** **Email, Phone, Mobile or Location:** Select to prevent option from publishing (displaying) in the staff directory.

Hide Data From Directory (tick to hide)

1 <input checked="" type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Mobile	<input type="checkbox"/> Location
--	--------------------------------	---------------------------------	-----------------------------------

Additional Roles (e.g. Fire Warden)



Only add an Additional Role if you have been officially approved / endorsed by the University.

- 1 Add or remove **Additional Roles** using the + or – buttons.
- 2 Select **Additional Role** from the lookup tool. Additional Speciality Roles include:
 - Sexual Assault / Sexual Harassment Officer
 - Equity Champion
 - First Aid Officer
 - Fire Warden
 - Harassment and Discrimination Contact Officer
 - Local Health and Safety Officer
 - Justice of the Peace
 - Staff Ally

Campus & Building must be select from the drop down options. Room is optional.

You can hold multiple roles within the University.

Additional Roles

Role Code	Role Description	Campus	Building	Room		
1 FW	Fire Warden	CAMMTG	M09	0.108	+	-
2 JP	Justice of the Peace	CAMSSC			+	-

Save Changes

- 1 **Save** changes using the button at bottom of page.

Changes to My Staff Directory Profile will update in the [Griffith staff directory](#) overnight.

2	JP	Justice of the Peace	CAMSSC				+	-
---	----	----------------------	--------	--	--	--	---	---

1

Save