



Employee Training Document



Employee Directory FAQ

(Updated as of July 20th, 2022)

About the Employee Directory

The Employee Directory on the COM Website (link: <https://directory.com.edu>) is now synchronized to Colleague, College of Mainland's Enterprise Resource Planning (ERP) system. The goal behind this change is to reduce the number of different systems where directory data (employee name, office location, etc) is stored (and potentially differ), thereby reducing the number of requests that employees must make to update it across COM's network.

As of June 2022, the directory data from Colleague is fed to the website once per day. The directory contains a list of all Full Time employees employed by the college – it will update automatically, so there is no need to submit a form to have new employees added to the directory or to remove former employees.

Most directory information can be updated in Colleague by filling out the [Personal Info Change Form](#).

- **Please Note:** the completed PIC form must be approved and processed by HR before the information will be updated in Colleague.



Important Notice!



Updates to the online employee directory are not automatically reflected on department web pages. You will need to submit a marketing request to have employee information added or removed from department web pages.

Everything Displayed on the Employee Directory

Data Field	Where it Pulls from	How to Update:
First Name	Colleague	Personal Info Change Form
Nickname	Colleague	Personal Info Change Form
Last Name	Colleague	Personal Info Change Form
Title	Colleague	Have your supervisor contact HR
Department	Colleague	Have your supervisor contact HR
Building Description	Colleague	Personal Info Change Form
Room:	Colleague	Personal Info Change Form
Phone (Work Extension)	Colleague	If Wrong on Directory: Personal Info Change Form To Get New Extension: Have your supervisor contact IT
College Email:	Colleague	Contact IT
Employee Picture	Website	Submit a Marketing Request

FREQUENTLY ASKED QUESTIONS

1) What employees are included on the Employee Directory?

A: All Full Time Employees will have their data automatically exported from Colleague to the Employee Directory.

2) Do I need to submit a form to add/remove an employee from the directory?

A: No, new employees will be automatically added to the directory and employees that leave will be automatically removed from it.

3) I am not appearing on the directory. What do I do?

A: Have your supervisor contact HR

4) The information of a former employee is still appearing on the directory. What do I do?

A: Have your supervisor contact HR.

5) I had my information displayed on the Employee Directory prior to when the process changed. Why did my information change?

*A: There was a mismatch between the information stored on the previous Employee Directory site and in Colleague. If the new information is incorrect, you will need to complete the **How to Update** instructions detailed on the previous page to have this corrected.*

6) How do I fill out the [Personal Info Change Form](#)?

A: Refer to [this](#) document.

7) Can I have a different phone number (than my COM Work Extension) displayed on the directory?

A: *Not at this time.*

8) Can I have a different email (than my college-provided email) displayed on the directory?

A: *Not at this time.*

9) *Can I have multiple departments listed for my profile on the Employee Directory?*

A: *Not at this time.*

10) *What is Colleague?*

A: Colleague is COM's ERP (Enterprise Resource Planning) system. It is considered the source of truth for most employee related data, meaning that employee data is maintained within the Colleague database and propagated to other systems.