



Directory – Multiple Assignments

- 1. Log into myHR
- 2. Select the 'Others' Tab and click the 'Directory' Icon

About Me	Tools	Others					
APPS							
						*	
Time		Personal Information	Directory	Training	Worklist	Applicant Tracking System	Careers @ Creighton

3. Search by last name, and select record to view

Moritz Advanced Search:Moritz Name Business Title Email Person Number SM San Moritz Student Help2 smoritz@fakecreighton.edu 37111 SM San Moritz Student Help smoritz@fakecreighton.edu 37111	Enter person name, email, business title, or person number to search for the person.						
Advanced Search:Moritz Name Business Title Email Person Numbe SM San Moritz Student Help2 smoritz@fakecreighton.edu 37111 SM San Moritz Student Help smoritz@fakecreighton.edu 37111	~					Moritz	
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	di.	37111	s <mark>moritz</mark> @fakecreighton.edu	Student Help	San Moritz	SM	

4. Assignment number will display below name







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5. Additional assignment details are available a. Contact information

Work Email Location smoritz@fakecreighton.edu HR Old Gym Local Time Work Address Thu 5:11 PM (UTC) 2431 Burt Street Omaha, NE 68178 Douglas, UNITED STATES

b. Manager information

Managers and Directs

Managers

JB

Jillian Borman Line manager | Associate Director..

6. For specific employment information, click show more



7. Scroll down and click 'employment info.'

÷,	Career Planning	 SM Employment Info San Moritz 	
ŧ	Career Development		
	Development	Legal Employer	Department
60	Performance	Creighton University	000311 Human Resources
		Creighton University	S
Ę.	Feedback	Job	Location
0		Student Help	HR Cardiac Building
Ŭ	Personal Details	Business Title	Assignment Number
\bowtie	Contact Info	Studin hop.	Person Number 37111
	Identification Info		
ക	Family and	Managers	
سے	Emergency Contacts	lason Gerlt	Line manager
		E14214-2	
	Document Records		
¥/	Employment Info		