

HOW TO: FIX YOUR EMERITUS DIRECTORY LISTING

If you are a Faculty Emeritus/a but are not listed in the University Directory, it is probably because your Department failed to file an ePAF moving you to Emeritus/a status on PeopleSoft.

If you want this corrected, you need to work through your Department's payroll reporter. You will need a copy of your Emeritus Presidential letter; if you do not have this, it can be obtained through the Office for Faculty at officeforfaculty@utah.edu. Your payroll reporter will submit an ePAF (attaching the Presidential letter) asking HR to update the system to reflect the rank of Emeritus. The ePAF will then route to the HR IT team, who will confirm your status with the Office for Faculty before they make the change in PeopleSoft.

Note: The president letter granting emeritus is very important. Without your Presidential letter, no progress can be made.