



Employee Lookup Dashboard Page

The Employee Lookup dashboard is located on the Finance and Administration Dashboards in OBI and is accessible by all faculty and staff. It is used to look up basic employee data such as contact information, title, employee number, supervisor, planning unit, etc. It can also be used to identify the CFAO (Chief Financial and Administrative Officer) for an employee's org.

Employee Lookup Home

Prompts

Planning Unit:
 HR Organization:
 Org Campus:
 Location:

Job Category:
 Employee Number:
 OHIO ID:
 Last Name:
 First Name:
 Supervisor:

A copy of this dashboard page is also located on the Human Resources dashboard as a convenience to HR dashboard users.

Dashboard Prompts

Multiple prompt options are available on this dashboard. Please select at least one prompt to limit the report by specific criteria as appropriate. Click apply once prompt(s) are selected.

Prompt Definitions

Term	Definition
HR Organization/Planning Unit/Campus/Location	The planning unit, organization, campus, or location where an employee is assigned.
Job Category	The classification of employees based on job duties within the institution (i.e. Administrators, Classified, Faculty, Program Employment, Research, or Student).
Employee Number/OHIO ID/ Last Name/First Name	If you would like to search for a specific employee, enter the employee's six-digit employee number, OHIO ID, or their last name/first name.
Supervisor	If you would like to search for a list of employees who report to a specific supervisor, enter the supervisor's last name.

Criteria

Faculty, staff, and student employees are included in the Employee Lookup dashboard. The report contains details based on the employee's primary HR assignment only; secondary assignment data is not included.

Dashboard Columns

The following columns are included in the results:

Employee Name and Number, PID Number (restricted to authorized users only), Title, Academic Title, Job Category, Email Address, Campus Address, Work Phone, Planning Unit, HR Organization, Campus, Location, Supervisor Name and Email, OHIO ID, Organization CFAO and CFAO Work Phone.