

September 3, 2014

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor, and
Chair of University Space Committee
Terri Lomax, Vice Chancellor for Research, Innovation, & Economic Development
Charles D. Leffler, Vice Chancellor for Finance and Business

SUBJECT: Updating Personnel Office and Research Locations in MyPack Portal
(USC Info. Item 12.14 – Tagging People to Space)

In accordance with the university's current Strategic Space Planning Initiatives and ongoing efforts to develop a space plan that supports university goals, the University Space Committee has charged the Office of the University Architect, Human Resources, and the Office of Information Technology with a project that will "link" personnel to the offices and research spaces in which they work. This effort aligns with the university's commitment to promote the most effective and efficient use of our campus space resources by becoming more strategic in our use and allocation of space. In addition, the project will result in better data for emergency response teams and improved notification of building-related projects and utility outages.

By October 1, 2014, each employee should log into MyPack Portal and confirm or update his/her office and research work locations (instructions are on the reverse side of this memorandum). It is recommended that each department head assign a contact person(s) to assist all departmental employees with accessing and/or using MyPack Portal, if necessary, during this process. If you have questions or need assistance, please contact: group-oua-nospace@ncsu.edu

Thank you for your assistance with this effort.

Warwick A. Arden
Provost and Executive Vice Chancellor and Chair of University Space Committee

Terri Lomax
Vice Chancellor for Research, Innovation, & Economic Development

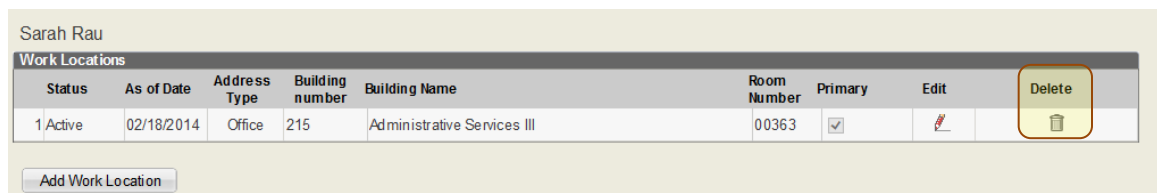
Charles D. Leffler
Vice Chancellor for Finance and Business

Cc: University Space Committee, USC Staff Support, College Facility Coordinators

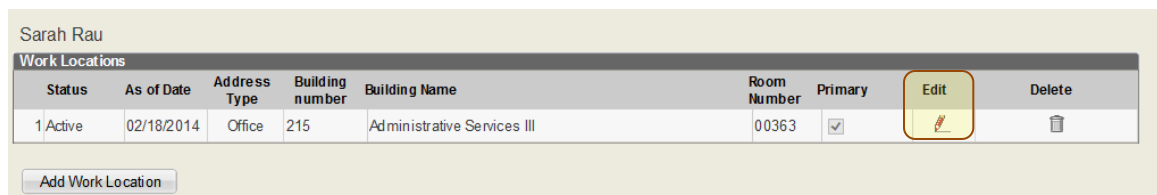
Instructions for Updating Employee Work Locations in MyPack Portal

Below are the instructions for updating your office and research lab space via MyPack Portal. If you need assistance, please contact the Office of the University Architect at group-oua-nospace@ncsu.edu.

1. Login to [MyPack Portal](#).
2. Click on **Employee Self Service**. Then click on **Personal Information** and choose **Work Location**.
3. Click on **Work Location**
4. If the information is correct and complete, you do not need to do anything.
5. To **delete a work location** click on the trash can icon in the **Delete** column. Click **Yes** when asked if you are sure you want to delete this location.



6. To **edit an existing work location** click on the pencil icon in the **Edit** column.



- a. Select **Office** or **Lab** from the **Address Type** drop down menu.
- b. Select your building and room by clicking on the magnifying glass beside each box. If you have more than one office or lab location, check the box **Primary Location** for your main location.
- c. Click **Save**.

*As of Date:

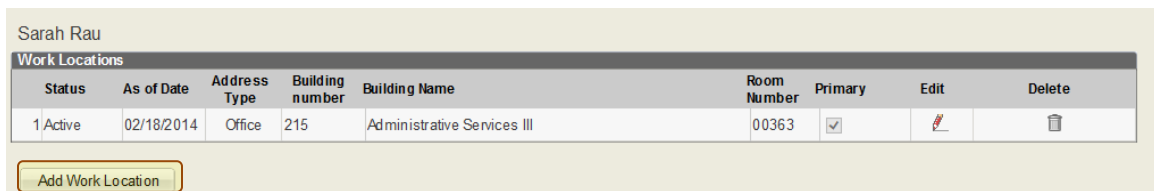
*Address Type:

*Building number: Administrative Services III

*Room Number

Primary Location

7. To **add additional work locations** click on the **Add Work Location** button. Follow steps 6a -6c above.



8. Log Out.