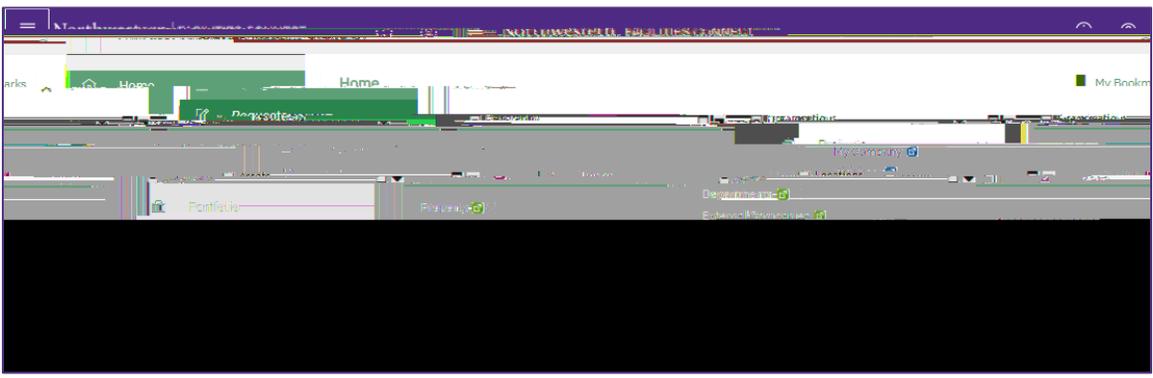
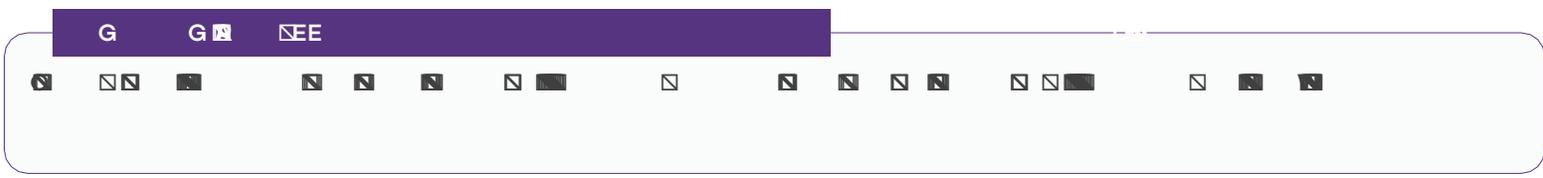




HUMAN RESOURCES: ADD A NEW WORKGROUP MEMBER



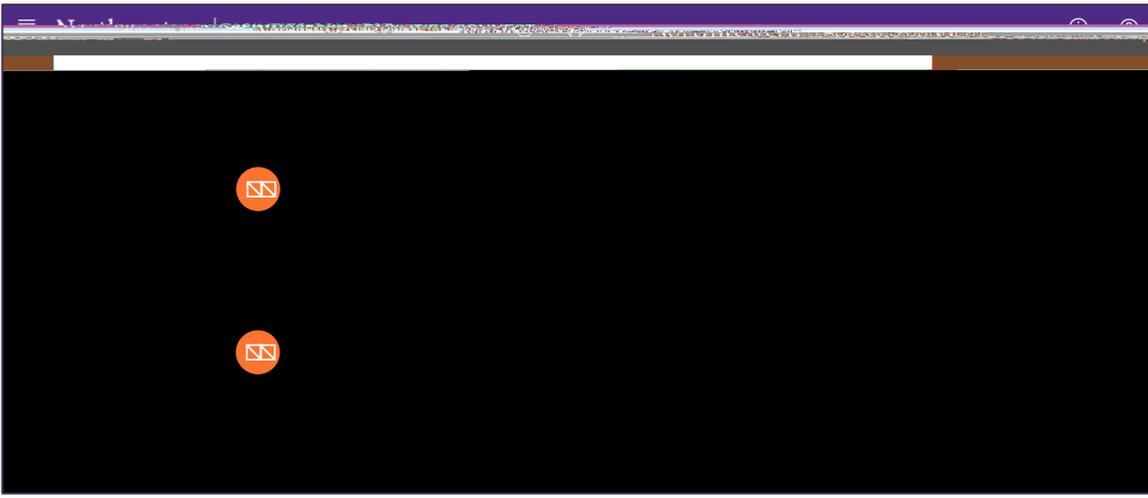


HUMAN RESOURCES: ADD A NEW WORKGROUP MEMBER

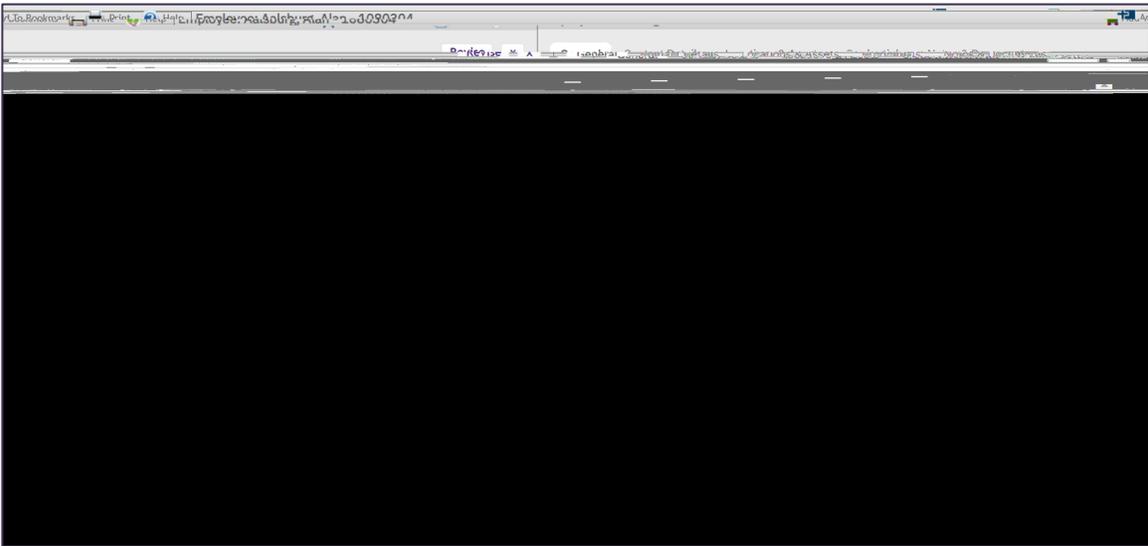
3

3a

3b



4





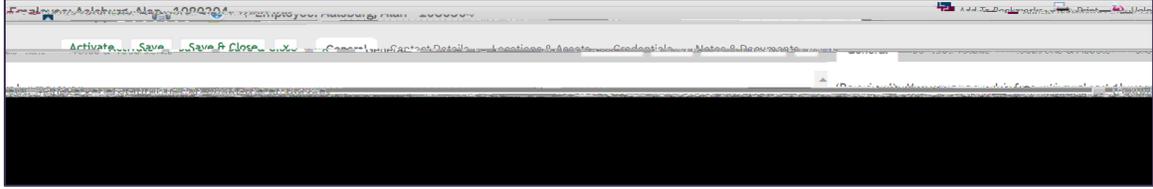
HUMAN RESOURCES: ADD A NEW WORKGROUP MEMBER

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5

Navigation icons: Home, Back, Forward, Refresh, Print, Search, etc.



Reports To
Reports To Harris, Kevin Eugene

Organization - Depa [dropdown]
Apply Filters Clear Filters

Organization	Department	Position	Employee ID	Start Date	End Date
Northwestern	Facilities	Workgroup Member			



HUMAN RESOURCES: ADD A NEW WORKGROUP MEMBER

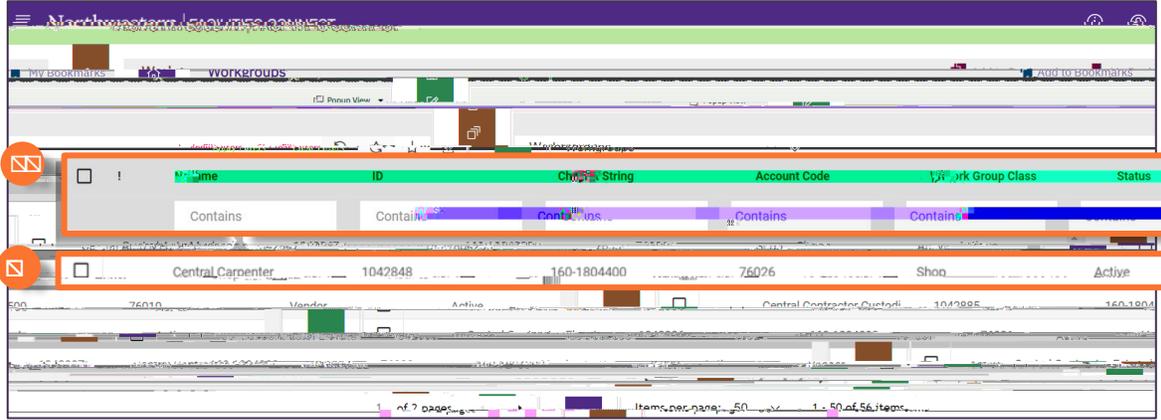
D [] []

9

1. In the top navigation bar, click on the 'WORKGROUPS' tab.

9a. In the 'WORKGROUPS' list, click on the 'Add New Workgroup Member' button.

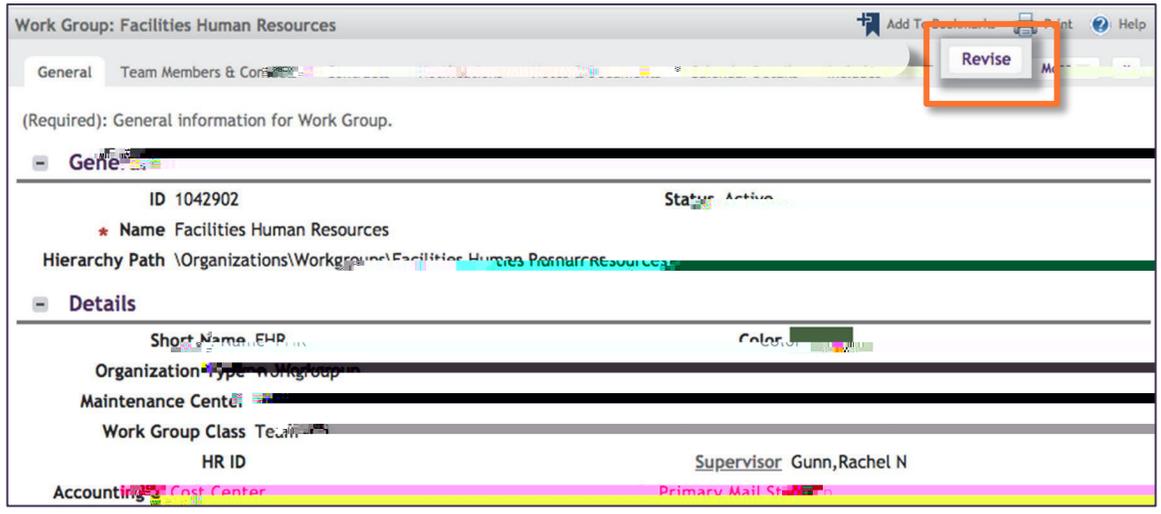
9b. In the 'Add New Workgroup Member' dialog box, click on the 'OK' button.



10

2. In the 'Add New Workgroup Member' dialog box, click on the 'Revise' button.

10a. In the 'Add New Workgroup Member' dialog box, click on the 'Revise' button.





HUMAN RESOURCES: ADD A NEW WORKGROUP MEMBER

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Work Group: Facilities Human Resources

General | Members & Contacts | Contracts | Notifications | Notes & Documents

(Optional): List of People associated with this Workgroup.

Team Members

Export 5 total found Apply Filters Clear Filters Show 50

<input type="checkbox"/>	ID	Net ID	Name	Title	Work	eMail	Primary
<input type="checkbox"/>	1104051	elg5396	Goldstein, Evan	Reliability Eng	847/467-1188	evan.goldstein@northwestern.edu	Facilities
<input type="checkbox"/>	1060420	rng400	Gunn, Rachel	Assistant Director, RMH	847/467-6539	r-gunne@northwestern.edu	Facilities Human Resources
<input type="checkbox"/>	2263297	keh403R	Eugene			kevin.barris@northwestern.edu	
<input type="checkbox"/>	1068975	jjm153	McKinney, Jr, James	Director, Facilities	847/467-4809	jmckin@northwestern.edu	Facilities Operations
<input type="checkbox"/>	jjm4742	imk6742	Manarak, John			John.Manarak@northwestern.edu	Central Carpenter



HUMAN RESOURCES: ADD A NEW WORKGROUP MEMBER

o d a n o b n n n n

p g b E b w w p -p d b n m t n

b h e a e n n n n t o b e h e d d n

c o b n b b n

on



HUMAN RESOURCES: ADD A NEW WORKGROUP MEMBER

Navigation icons: Home, Search, Add, Edit, Delete, Print, Refresh, etc.

Work Group: Facilities Human Resources

Activate

General | Team Members & Contacts | Contracts | Notifications | Notes & Documents

(Optional) List of people associated with this Workgroup

Team Members Find | Remove

Export 5 total found Apply Filters Clear Filters Show: 100

<input type="checkbox"/>	Emp ID	Net ID	Name	Title	Work Phone	eMail	Primary Organization
<input type="checkbox"/>	1104051	elg5396	Goldstein, Evan	Reliability Engineer	7460	evan.goldstein@northwestern.edu	Operations
<input type="checkbox"/>	1060420	rng400	Gunn, Rachel	Assistant Director of MHR	6559	r.gunn@northwestern.edu	Resources
<input type="checkbox"/>	1060421	AS11720	Eugene	Management - Operations	6634		Facilities
<input type="checkbox"/>	1068975	jjm153	McKinney, Jr, James I	Dir Facilities Mgmt Ops	4809	mckinney@northwestern.edu	Operations
<input type="checkbox"/>	jmkf	jjm153					