


# Understanding the Employee Directory Editing Process

The employee directory (lit.edu/directory) retrieves basic employee information from Banner and additional employee information (additional credentials, awards, etc.) is retrieved from LEO.

In the below image, the areas enclosed in red are pulling data from LEO and the area enclosed in purple, excluding Office, is pulling from Banner.

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## Who can edit what?

- **LEO:** IT and Marketing (department chairs and program directors can edit within their department)
- **Banner:** HR (employees can edit their own personal info)