# **Employee Contact Info Report**

Last Modified on 04/18/2024 3:54 pm CDT

#### Purpose

This report is designed to find employees based on the date that their employee record was created in enterprise, this can be used to create a static call sheet to contact these individuals. This report was designed with mass callings or mass emailing's in mind. This report can be exported to Excel, as a CSV file, or to Text, etc.

## Where You Can Run this Report

This report can be run in Enterprise under All Options > reports. Select the Employee Info category on the left.

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	My Favorites All Affordable Care Act Commissions Customer Employee Info Employee Reporting Exports Financial Forecast	Search View Report Employee Contact Info Displays contact information for employees by branch.

You can also run this report in Beyond under B menu > Reports. Select All Reports and search by report name or report group of employee info.

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Đ	Employee Contact Info Displays contact information for em	ployees by	branch.			Employee Info	☆

### **Parameters**

Start Date 4/1/	/2017		End Date 9/7/	2017			View Repo
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ontact information	for employees that we	ere created in T	rempworks betwee	en 4/1/2017 and 9/7/2017,	from the following selected b		S O F T W A R E
ranches Selected) .ast Name	r. First Name	Middle	SSN	Cell Phone	Phone	Office Phone	Email Address
Memphis SE							
\aron	Amanda		xxx-xx-7777				
dams	Benny		xxx-xx-5844	651651651			Benny.A@xip.xom
lbright	Betty		xxx-xx-6154	6516516565			Betty.A@zip.xom
lexis	Kaylee			7085979620	7085379620		nyckay@me.com
llen	alex		xxx-xx-3546				alex345@nowhere.com
llen	dan		xxx-xx-8431				dan@nowhere.com
imeliabedelia	ameliabedelia		xxx-xx-8451		(651) 452-0366		ameliabedelia@ameliabedelia.c
Anderson	AI		xxx-xx-4655	651356953			
Inderson	Christof			(651) 423-4567	(651) 564-7899		chris@anderson.xom
Anderson	Christof				651-678-5432		christof2@anderson.xom
nderson	Stanzi						
Anderson	Tylene		xxx-xx-1546		6124454488		
Anne	April	а			(304) 780-8692		alink@ic-staffing.com
Anne							

- 1. Start Date: Starting date of employee's creation date for your desired date range
- 2. End Date: Ending date of employee's creation date for your desired date range
- 3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

# **Related Articles**