

# Employee Contact Info Report

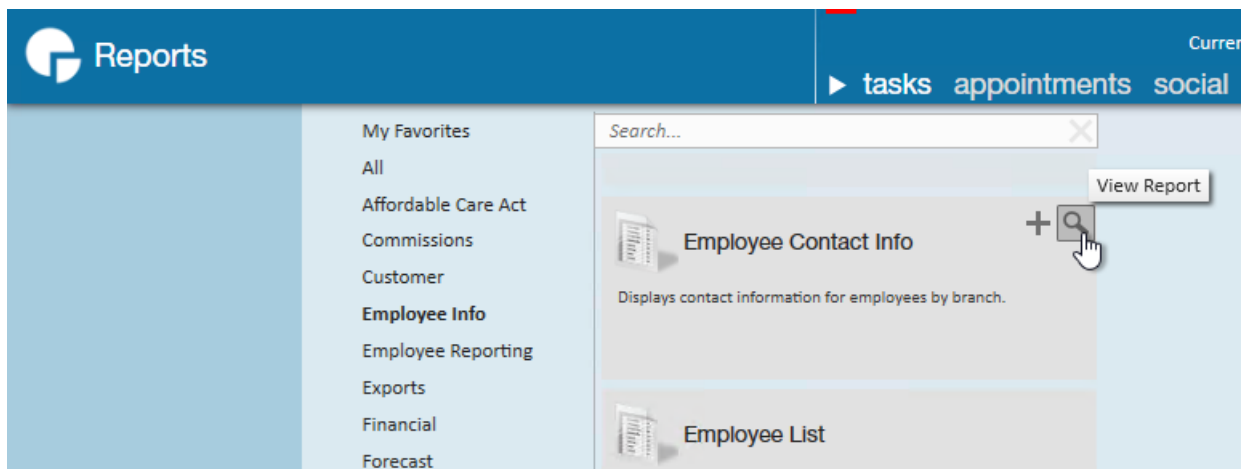
Last Modified on 04/18/2024 3:54 pm CDT

## Purpose

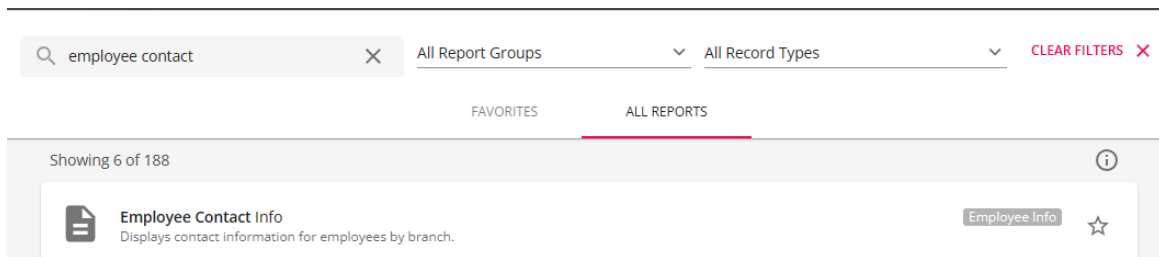
This report is designed to find employees based on the date that their employee record was created in enterprise, this can be used to create a static call sheet to contact these individuals. This report was designed with mass callings or mass emailing's in mind. This report can be exported to Excel,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



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.



## Parameters

Last Name	First Name	Middle	SSN	Cell Phone	Phone	Office Phone	Email Address
<b>Memphis SE</b>							
Aaron	Amanda		xxx-xx-7777				
Adams	Benny		xxx-xx-5844	651651651			Benny.A@xip.xom
Albright	Betty		xxx-xx-6154	6516516565			Betty.A@zip.xom
Alexis	Kaylee			7085979620	7085379620		nyckay@me.com
allen	alex		xxx-xx-3546				alex345@nowhere.com
allen	dan		xxx-xx-8431				dan@nowhere.com
ameliabedelia	ameliabedelia		xxx-xx-8451		(651) 452-0366		ameliabedelia@ameliabedelia.co
Anderson	Al		xxx-xx-4655	651356953			
Anderson	Christof			(651) 423-4567	(651) 564-7899		chris@anderson.xom
Anderson	Christof				651-678-5432		christof2@anderson.xom
Anderson	Stanzi						
Anderson	Tylene		xxx-xx-1546		6124454488		
Anne	April	a			(304) 780-8692		alink@ic-staffing.com
Armstrong	Susie						Susie.Arm@xip.xom

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