

About the Document

name	SD-ALL-4910-R. Staff and Telephone Directory
owner	HR
access & use	All Staff
what it is	A Company directory listing all staff names and contact information, and a link to each staff member's personal profile
who uses it	CUSTOMIZER: Insert individual who will be maintaining the staff directory. Example: Receptionist, Office Manager maintains the form and publishes it for use by all staff.
used with	<ul style="list-style-type: none"> ◆ SD-ALL-4900-M. Staff Profile Form

Working with the Document

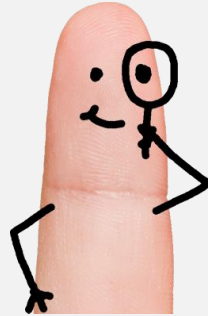
- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, you can copy and paste to add additional rows to the table. Place the cursor in a row, right-click, and select **Insert > Insert Rows Below**. Or, to copy and paste a row, select the entire row and press **Ctrl + C**, then place cursor in the first cell of the destination row and press **Ctrl + V**.

Instructions

For Staff and Telephone Directory updates

Modify and re-publish the directory when you receive notice from:

- ◆ HR re staff changes (e.g., new employee, new title, location change, staff departure)
- ◆ Payroll re name changes
- ◆ Office Administrator re phone number changes



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