

## About the Document

<b>name</b>	<b>SD-ALL-4920-R. Administrative Staff Directory</b>
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	A directory listing all Company administrative assistants Summarizes cross-training capabilities and any advanced software skills that may be leveraged by other departments
<b>who uses it</b>	CUSTOMIZER: Insert individual who will be maintaining the administrative staff directory. Example: Receptionist, Office Manager maintains the form and publishes it for use by all staff.
<b>used with</b>	♦ <i>SD-ALL-4900-M. Staff Profile Form</i>

## 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 Administrative Staff Directory updates

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

- ♦ HR re staff changes (e.g., new employee, new department, staff departure)
- ♦ Payroll re name changes

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