

## Employee Email/Phone Listings – KPER265

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### **DESCRIPTION:**

This report lists the employee name, type (based on the 3 digit Department ID), work phone number, and work email address for employees.

### **PARAMETERS TO SET:**

- Department Group ID
- Department
- Page Break Level (3 for Agency, 5 for Division, 7 for Unit, 10 for Department)
- Flat File (choose Yes or No for a CSV file)

\*Choose CSV Format in the Process Scheduler Request page.

### **FIELDS**

- Name
- Type
- Phone Number/Email Address

### **SORT SEQUENCE:**

- Department
- Name

### **WHERE FOUND:**

Workforce Administration > Workforce Reports > Employee Email/Phone Listings