



# Phone and E-mail Specialist

## Forms and Reports

Form Name	Form#	Form or Report	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Email and Work Phone Maintenance	ZH12.1	Form	No	Yes	Yes	Yes		This form is used to update the Employee's work phone and email along with the Agency/Employee's preferences on where this information is displayed (Internet directory available to the public, intranet directory available to state employees, or printed directory).