

Send the completed form via interoffice mail to Information Technology (ATTN: Mike Riley) OR fax it to (312) 534-5346. Permanent employees will be listed AFTER they attend New User Training. Temporary employees are NOT listed in the directory.

Phone Directory Corrections

Organization Information:

Listed Organization Name:	
Corrected Organization Name:	
Address:	
Main Phone:	
Main Fax:	

Staff to Correct:

Listed Name	Name	Position	Phone

Staff to Add:

Name	Position	Phone

Staff to Remove:

Name

Line Items to Add:

Name	Phone	QuickGlance	Archdiocesan Directory

Director Signature

Date

Instructions:

1. Please PRINT clearly. Illegible forms will be returned.
2. If the information in the Organization Heading is incorrect, please indicate the currently listed organization name and enter the CORRECT information where needed. (You only need to provide the CHANGES. For example, if the main phone number is already correct, there is no reason to provide that information.)
3. In Staff to Correct section, please indicate the Listed Name and print only any corrections to be made.
4. In Staff to Add, print the information for any unlisted staff member.
5. In Staff to Remove, print the names of any staff members to remove from the directory.
6. In the Line Items to Add section, list any general contact numbers that you want included. Put an X in the QuickGlance/Archdiocesan Directory boxes if you also want those general numbers listed in those. Otherwise, the line item will only appear in the Department Directory section.

NOTE: At this point in time (January 8, 2009), organization names and positions (job titles) will NOT be changed. This information is generated from HR data. Please, however, submit a correction worksheet if you feel that the information is incorrect so we can determine how many perceived discrepancies there are and how they will be addressed.