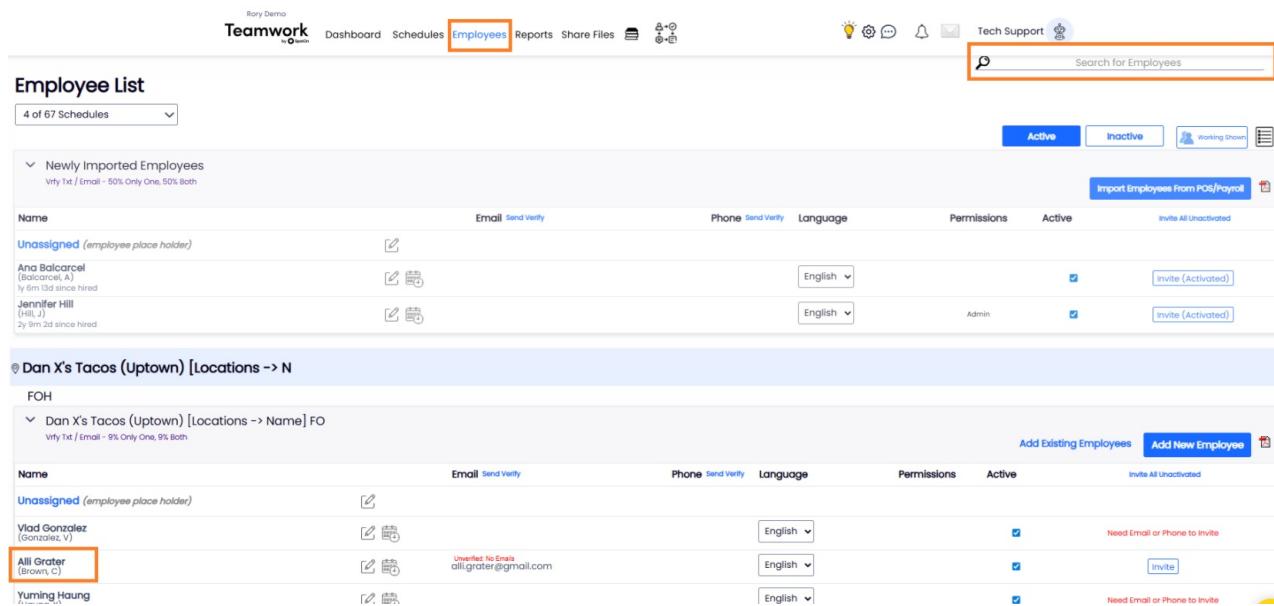


Updating Employee Contact Information (Email & Phone Number)

Last Modified on 01/22/2026 11:23 am MST

From the **Top Toolbar**, select **Employees**

Either search for the **Employee's Name**, or click on the **Employee** from the Employee List



The screenshot shows the Teamwork software interface. At the top, there is a navigation bar with links for Dashboard, Schedules, Employees (which is highlighted with an orange box), Reports, Share Files, and a few other icons. To the right of the navigation bar are links for Tech Support and a search bar labeled "Search for Employees" with a magnifying glass icon, also highlighted with an orange box. Below the navigation bar is a section titled "Employee List" with a dropdown menu showing "4 of 67 Schedules". There are buttons for "Active", "Inactive", and "Working Soon". A "Import Employees From POS/Payroll" button is also visible. The main list shows several employees under the heading "Newly Imported Employees". Each employee entry includes fields for Name, Email (with "Send Verify" link), Phone (with "Send Verify" link), Language (set to English), Permissions (set to Active), and an "Invite All Unactivated" button. Below this list is a section titled "Dan X's Tacos (Uptown) [Locations -> N]" with a "FOH" label. It shows a list of employees under this location, including Vlad Gonzalez, Alli Grater (highlighted with an orange box), and Yuming Huang. Each employee entry includes Name, Email (with "Send Verify" link), Phone (with "Send Verify" link), Language (set to English), Permissions (set to Active), and an "Invite All Unactivated" button. There are also "Add Existing Employees" and "Add New Employee" buttons at the top of this section.

Select the **Profile Tab** > Here, you'll see all contact information related to that employee.

To update or enter the **email address**, click inside the email address field and enter the new email.

To update or enter the **phone number**, click inside the phone number field and enter the new number.



Search

Edit Profile for Alli Grater

Edit Availability, Days Off and Activate/Inactivate

[Back to Employee List](#)
[Profile](#) [Schedules / Roles](#) [Salary / Wages](#) [Permissions](#) [Alerts](#) [Reminders, Certs & Custom Input](#) [Manager Notes](#)

Contact Information

 Merge: Move Shifts, Punches, Wages, Roles, Tips and PTO from  [find an employee](#) to this Employee [Merge](#)

 ON
Active

Preferred Gender Pronouns

First Name (or nickname)

Legal First Name (payroll)

Middle Name

Last Name

Notification Methods

 Push Notifications: No Device Detected
 Download the Sotain Teamwork App for Apple or Android phones to get notifications

Unverified No Email

Email Address

Verification Key

[Email Me the Key](#)
 Verification key must be entered to receive alerts

Unverified No Text

Phone Number (with area code)

Verification Key

[Text Me the Key](#)
 Verification key must be entered to receive alerts

Employee Login

New Password

Confirm New Password

Employee Login

New Password