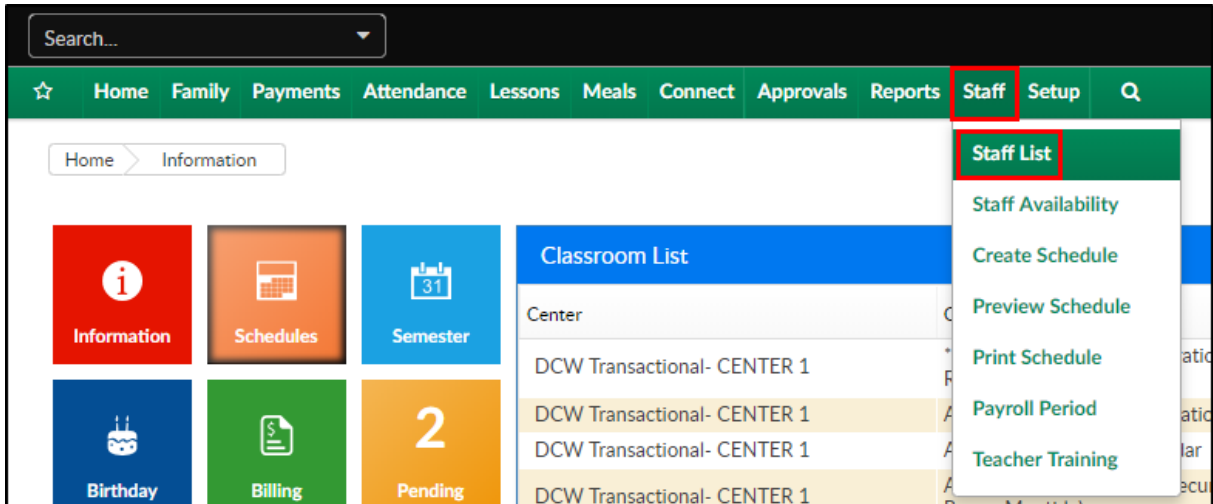


# Staff > Staff List

Last Modified on 12/10/2020 7:26 am EST

The Staff List screen displays all staff members that have been added into the system.

1. From the Staff menu, click Staff List



2. To display a list of staff members, enter the necessary search criteria:

- o View
    - Active - show only active staff members
    - Inactive - show only inactive staff members
    - All - show active and inactive staff members
  - o Center - if the business level is selected, all staff will display; if a center level is selected, only staff associated to that center will display
  - o Last Name - if searching for a specific staff member, enter their last name
  - o First Name - if searching for a specific staff member, enter their first name
  - o Phone - if searching for a specific staff member, enter their phone number
  - o Employee ID - if searching for a specific staff member, enter their employee ID
3. Click Search
  4. The staff members matching the search criteria will display in the Teacher/Staff List below

Teacher/Staff List							
Teacher/Staff Name	Center	Phone	Email	User Id	Job Title	Home Room	
Jones, Sue	DCW - Defined Billing	Home: 248-824-5368 Cell:	sjones@defined.edu		Teacher	Preschool	
Williams, Jason	DCW - Defined Billing	Home: 248-765-5672 Cell:	jwilliams@defined.edu		Teacher	Infants	

- o To edit staff information, click the edit icon to the left of the staff member's name

Teacher/Staff List							
Teacher/Staff Name	Center	Phone	Email	User Id			
OfHearts, Queen	DCW - Transactional	Home: Cell:	12/30/2016				
Beauty, Belle	DCW Transactional- CENTER 1	Home:123-123-1234 Cell:123-123-1233	test@cirrusgroup.com	BelleBeautyStaff			

- o To add a new security level for the staff portal, click the lock icon on the right. When a staff member is assigned a semester, category, and/or classroom, this provides them the ability to run reports on the assigned options. **Please Note:** this does not provide them access to financial records

Teacher/Staff List							
Teacher/Staff Name	Center	Phone	Email	User Id			
OfHearts, Queen	DCW - Transactional	Home: Cell:	12/30/2016				
Beauty, Belle	DCW Transactional- CENTER 1	Home:123-123-1234 Cell:123-123-1233	test@cirrusgroup.com	BelleBeautyStaff			

- o To delete the staff member, click the red X on the right side of the user id of the staff member

Teacher/Staff List							
Teacher/Staff Name	Center	Phone	Email	User Id			
OfHearts, Queen	DCW - Transactional	Home: Cell:	12/30/2016				
Beauty, Belle	DCW Transactional- CENTER 1	Home:123-123-1234 Cell:123-123-1233	test@cirrusgroup.com	BelleBeautyStaff			

## Actions Menu

There are several options under the Actions menu:

- Add New Staff- select this option to create a new staff record
- Import Staff - select this option to upload new staff into the system. Please contact support o receive the staff import template

**Import - Spreadsheet**

File \*

Staff Import Format \*

- Overtime Rules - select this option to enter overtime rules for staff attendance. When setting up new Overtime Rules, the state, weekly maximum hours, daily maximum hours, and

overtime rate are required

State	Center	Weekly Maximum Hours	Daily Maximum Hours	Overtime Rate
No Records Found				

- **Payroll Period** - select this option to add payroll periods into the system (only needed if you have purchased a payroll integration)

**Payroll Period Information** Add New Payroll Period

Center \*

Period Number

Period Year

Period Start Date \*

Period End Date \*

Status Code  Active

Maintain Authorizations?  No

Period Description \*

Total Regular  Hours  Minutes

Total Overtime  Hours  Minutes

- **Export Staff in Excel** - select this option to view a list of all staff organized by site in excel
- **All Profiles in PDF** - this option exports all staff profiles into a PDF format. When editing a staff member, click Profile on the top right. The information added into this screen, will display in the All Profiles PDF