

Staff > Staff List, Adding/Editing Staff Records

Last Modified on 02/18/2021 9:48 am EST

From the [staff list page](#), staff can be added or edited into the system.

To **add** a staff member select the actions icon, then select Add New Staff.

The screenshot displays the 'Staff List' interface. At the top, there is a breadcrumb trail: 'Staff > Staff List'. Below this is a search section with a blue 'Search' button. The search filters include: 'View' with radio buttons for 'Active' (selected), 'Inactive', and 'All'; 'Center' with a dropdown menu showing 'DCW - Transactional'; 'Last Name' with a text input field; 'First Name' with a text input field; 'Phone' with a text input field; and 'Employee Id' with a text input field. A green 'Search' button is located to the right of the filters. Below the search section is a table titled 'Teacher/Staff List'. The table has columns for 'Teacher/Staff Name', 'Center', 'Phone', 'Email', and 'User'. An 'Actions' dropdown menu is open over the table, listing the following options: 'Add New Staff', 'Import Staff', 'Overtime Rules', 'Payroll Period', 'Export Staff in Excel', and 'All Profiles in PDF'. A mouse cursor is pointing at the 'Add New Staff' option.

On the Add New Staff Page enter as much or as little information as desired into the staff record, then press Save.

The required information is noted below-


- First Name
- Last Name
- Default Center


Staff > Staff List > New Staff

Information Availability Schedule Attendance

Staff Information

Teacher/Staff ID: 0 External System ID Employee ID

First Name * 

Last Name * 

Address

Address 2

City

State

Zip

Birthday

Service Date

Last Hire Date

Last Day Worked

Gender

Family ID

Employee Status

Security and Teacher Portal

PIN Number

Secondary PIN Number

Go back to the Staff > Staff List page and search for the new employee/staff member that has been entered.

If the staff member will be using the staff portal, admin side or InSite Classroom application the user will need a User ID and password, to add this detail select the edit icon next to the user's name.

To edit a staff member's profile select the edit icon next to a user's name on the Staff > Staff List page. Edit the field that needs to be adjusted, or add a certificate or job category to the staff's profile, then press Save.

The below fields are available on the staff profile page-

Staff Information

- First Name
- Birthday
- Last Name
- Service Date
- Address
- Last Hire Date
- Address 2
- Last Day Worked
- City
- Gender

- State
- Family ID
- Zip
- Employee Zip

Security and Teacher Portal (Username and Password fields will only display after the initial save of an staff profile)

- Username
- Password
- PIN Number
- Secondary PIN Number

Contact Information

- Home Phone
- Cell Phone
- Email
- Twitter Username
- Home Room Teacher
- Home Room

Health and Certifications

- Last Tuberculosis
- FIA
- TB X-Ray
- TB Positive Result
- Last Physical
- CPR/First Aid Expires
- Fire Safety
- Certification Expires
- Notes

Employment Information

- Default Center
- Pay Type
- Status Type
- Primary Job Category
- Total Work Week (Hours)
- Full/Part Time
- Wage Type

- Wage Amount
- Sick Time Balance
- Vacation Balance
- Emergency Preparedness
- MD Signed
- Reference Letters
- High School Diploma
- Medical Issues
- FBI Clearance Result
- Evaluation Date
- Highest Degree Attained
- Degree/Diploma Date
- Experience
- Majors

Certification List

- Certifications/Training detail can be tracked here

Job Category List

- Job category detail can be listed here, it will display when a user
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