



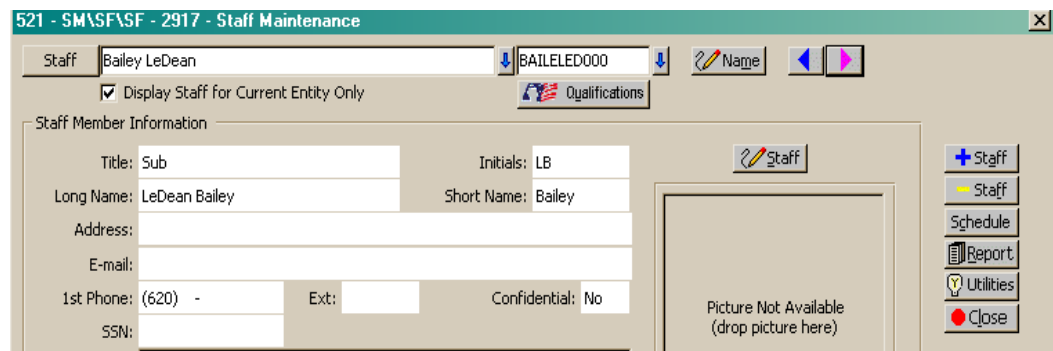
Staff File – Edit/Inactivate/Add

You will need to maintain and update this file anytime you have an addition or need to inactivate the staff at your campus.

NOTE: Do not *delete* a teacher from your staff.

SM/SF

To pull up the first staff member click the 'Next'  button or the  button for a list of available teachers. You must have at least one staff member on the screen before you can begin any editing process.



Edit a Current Staff Member

Select the teacher from the drop-down list. Select the teacher by clicking once on their name. Once you have the staff member selected, click . This will allow you to make changes.

The following fields must be completed:

- Long Name
- Short Name
- Address
- Email
- Staff Type
- Staff Entity

Be sure to check the box next to “Teacher” for those staff members who are teaching active courses in the classroom. If you do not check this box, the teachers will not have a gradebook.

Once you have made the necessary changes, click .

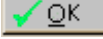
Inactivate – Editing a teacher who will not be returning in the next school year

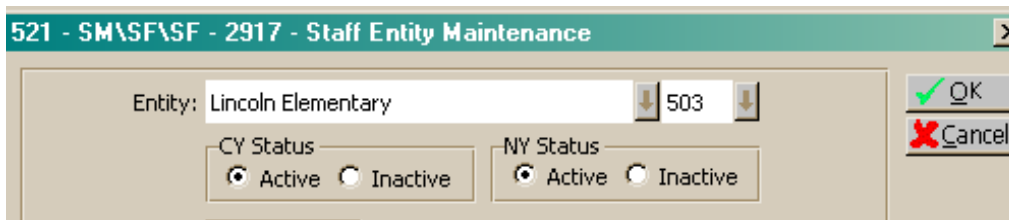
In the lower right-hand corner of the screen is the “Staff Entity” table. While you can view all entities to which the teacher is assigned, you can only edit your campus.

Staff Entity			
Entity	CY Status	NY Status	Grade
503	A	A	
521	A	A	

Highlight your campus then click




Set the “NY Status” radio button to INACTIVE then click 

A screenshot of a software window titled "521 - SM\SFASF - 2917 - Staff Entity Maintenance". The window contains a form with the following fields: "Entity" (text box containing "Lincoln Elementary"), "CY Status" (radio buttons for "Active" and "Inactive", with "Active" selected), and "NY Status" (radio buttons for "Active" and "Inactive", with "Active" selected). There are also two dropdown menus, one showing "503". On the right side of the window, there are "OK" and "Cancel" buttons.

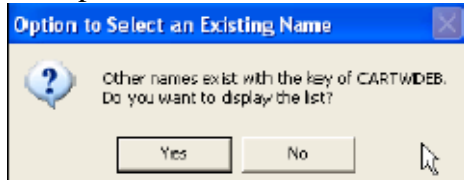
The teacher is now reflected as ACTIVE for the current year but INACTIVE for next year. This will assist when assigning meeting patterns. *If doing in current year mark both.*

Add a new staff member

You will need to have an active staff member pulled up on the screen. Click on the  button.


Complete the First Name – Middle Name (optional) - Last Name – Address – and any other information you wish to complete.

If the person is or has been a staff member, you will get the pop-up window below

A dialog box titled "Option to Select an Existing Name". It contains a question mark icon and the text: "Other names exist with the key of CARTWDEB. Do you want to display the list?". Below the text are two buttons: "Yes" and "No". A mouse cursor is pointing at the "Yes" button.

click Yes.

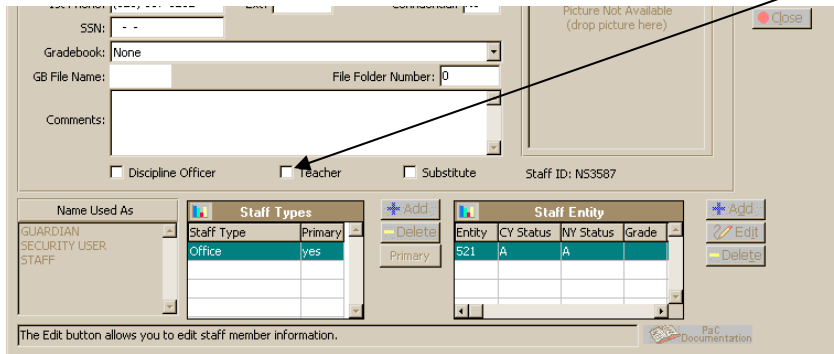
***This is very important. If the persons name already exists in the system, use that name. DO NOT DUPLICATE!**

You will then select the staff member from the Name List that will appear. Highlight the name then click 

You will be returned to the Name Maintenance screen; click 

Correct any information on the screen that is not correct. Remember, if the staff member is also in the system as a guardian it will change the information system wide.

If the staff member will be teaching a class, you **MUST** check the box to the left of “Teacher”



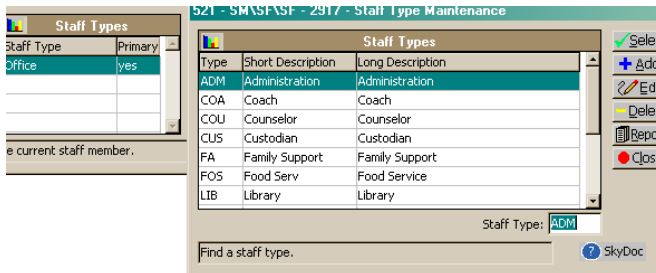
SSN: -- --
 Gradebook: None
 GB File Name: File Folder Number: 0
 Comments:
 Discipline Officer Teacher Substitute Staff ID: NS3587

Staff Type	Primary
Office	yes

Entity	CY Status	NY Status	Grade
521	A	A	

The Edit button allows you to edit staff member information.


Add the Staff Type


Type	Short Description	Long Description
ADM	Administration	Administration
COA	Coach	Coach
COU	Counselor	Counselor
CLUS	Custodian	Custodian
FA	Family Support	Family Support
FOS	Food Serv	Food Service
LIB	Library	Library



Staff Type: ADM

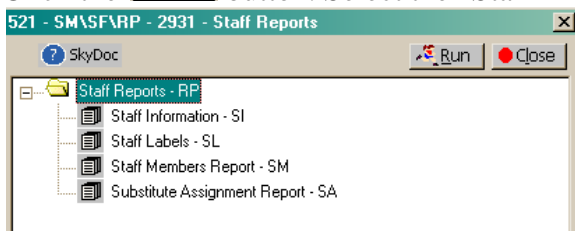
Highlight Type and 

When all information has been entered click 

Printing a Staff Report

You must have a staff member reflected on the screen to activate the  button.

Click the  button. Select the “Staff Members Report-SM” 



521 - SMASFVRP - 2931 - Staff Reports

- Staff Reports - RP
 - Staff Information - SI
 - Staff Labels - SL
 - Staff Members Report - SM
 - Substitute Assignment Report - SA

Run Close

