admin essential, staff records

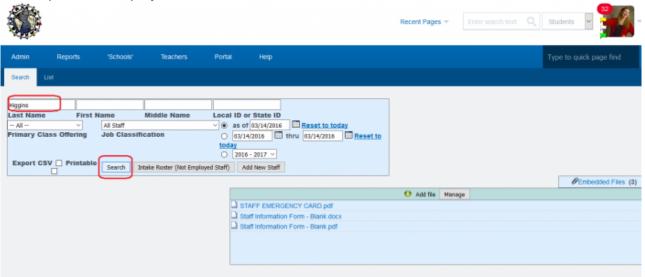
# **Creating New Staff - School Level**

Please remember these important facts when working in the SIS.

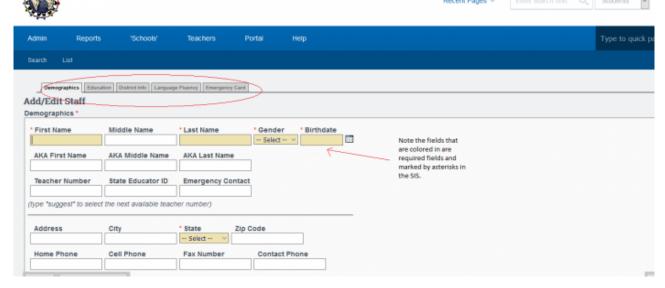
The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

#### A. Staff Information

- Step 1. Go to Admin>Staff Info> Find/Add Staff
- Step 2. Always search for the staff member first, to make sure they are not already in the SIS from a previous employment

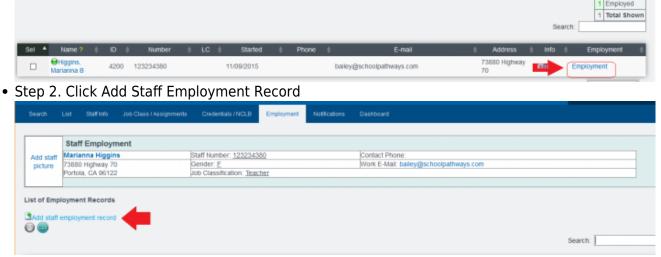


- Step 3. If they are not in the system, click ADD NEW STAFF
- Step 4. Complete as much information on the Demographics, Education, District Information and Language Fluency tabs as possible. In the District tab, the Staff Login will be completed in step B
- Step 5. SAVE after completing final tab

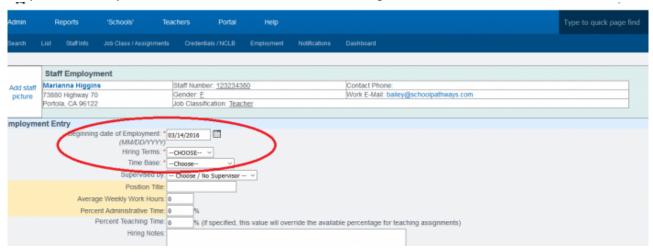


### **B. Employment Data**

• Step 1. Complete the employment tab. You will know if the employment tab has not been completed if the staff member is highlighted in red on the staff list. Click on Employment



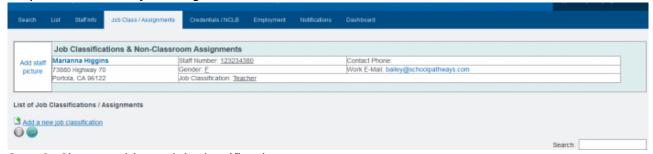
Step 3. Fill in required fields which are: Start date, Hiring Terms, and Time Base. SAVE



### C. Job Classification/ Assignment Information

To complete information for highly qualified and classified staff for State Reporting-CALPADS, complete the following:

• Step 1. Click on the Job/Assignments tab

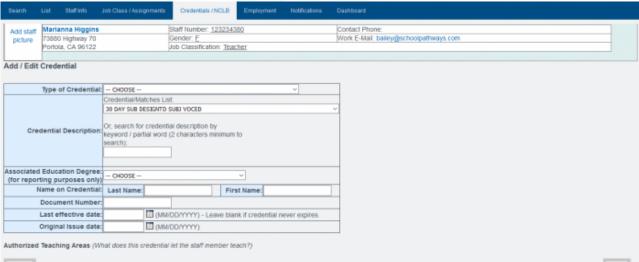


- Step 2. Choose add new job classification
- Step 3. Select the Job Classification field. If a teacher, enter the FTE (what % of their day is spent teaching.) If a Classified member, choose the Job Classification and then select from one of the checkboxes below. Do NOT enter an FTE for a classified staff member.

Add Job Classifications and Non-Classi	oom Assignments	
Job Classification: Select	~	
FTE Percentage: %		
Select all non-classroom assignments for this staff men	ber under his job classification and click Save when don	ne ne
☐ 0100 Superintendent	0209 Other medical professional	■ 142 Admin environmental education
<ul> <li>0102 Deputy or associate superintendent (general)</li> </ul>	<ul> <li>0211 Special ed speech pathology/therapy/hearing</li> </ul>	g 🔲 143 Admin instructional television
<ul> <li>0103 Administrative assistant (general)</li> </ul>	0212 Special ed audiology	■ 145 Admin year-round schools
0104 Admin finance/business	0213 Special ed physical therapy	☐ 146 Admin summer schools
0105 Admin instructional/curriculum services	0214 Special ed vision therapy	147 Admin alternative education
0106 Admin public relations/information	0215 Special ed guidance counselor	☐ 148 Admin independent study
☐ 0107 Admin staff personnel services	0216 Special ed psychologist	☐ 149 Admin physical education
☐ 0108 Admin pupil personnel services	0217 Special ed parent counseling/training	☐ 150 Admin proficiency/competency
0109 Admin program evaluation/research	O218 Special ed nurse	☐ 151 Admin region/area
□ 0110 Admin staff development	0219 Special ed social worker	☐ 152 Admin integration/desegregation
O111 Admin food services	0220 Special ed social worker	☐ 153 Admin government relations/legal services
Office Admin data presenting	L valv Special of recreation therapy	Too Autility government relations/legal services

#### D. Credentials/NCLB

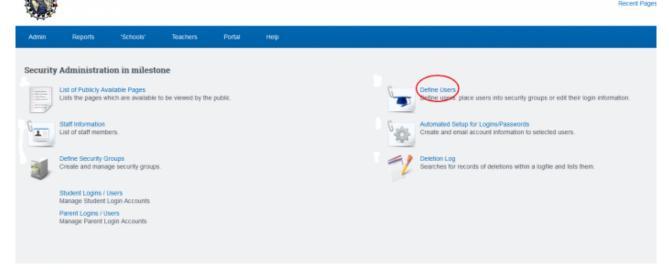
Step 1. Complete as much information as possible. SAVE



• Step 2. On Credentials/NCLB tab choose Edit NCLB Status. Check the courses the teacher is qualified to teach. Set how they are qualified to teach. Set how they are qualified. You can set all at the same time by using the fields at the top. SAVE

## E. Staff Login

Step 1. Admin»Settings»Security»Security Choose Define Users



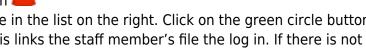
Step 2. Click Add New User



Step 3. Type in the first initial and last name of the new staff member for the Username

Add/Edit User			
	Login Id:		
	Last Login:	Never	
	Login Name:	adumbledore	
	Password:	BumbleB33*	Strong
	Login Linked To:	To link accounts to this login,	first the new user information m
	Disabled as of: (Leave blank if active)	<u> </u>	
	Password Expires:	03/14/2016	
	Human:	Human     Non-Human	
You must create a <b>MEDIUM</b> password before you s 8 letters long. At least 1 lower-case letter.	save. To make a strong pa	ssword, you must do all of these:	

- Step 4. Choose a simple password by following the instructions on that page. We typically enter a simple password to get the staff member started in the system as they will be required to set a new password on first access to the system. SAVE
- Step 5. Back on the list of staff names, slick on the "Unlinked Accounts" button, click UPDATE then find the new staff member in the list. To the right of the staff member's name, click on set details
- Step 6. Click on the EDIT LINK TO icon



- Step 7. Find the staff member's name in the list on the right. Click on the green circle button next to the staff member's name. This links the staff member's file the log in. If there is not matching name, steps A and B has not been completed.
- Last Updated by Max Williams on 2016/03/14 18:55

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