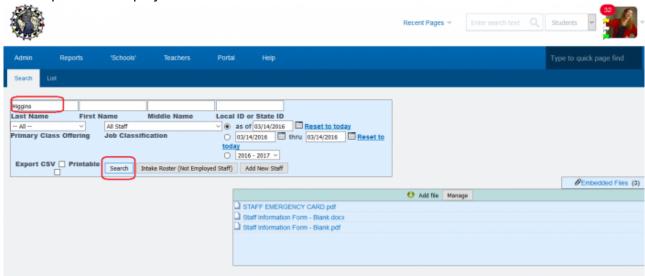
admin essential, staff records

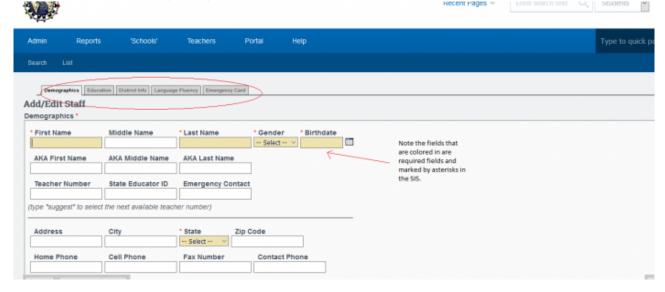
Creating New Staff - School Level

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

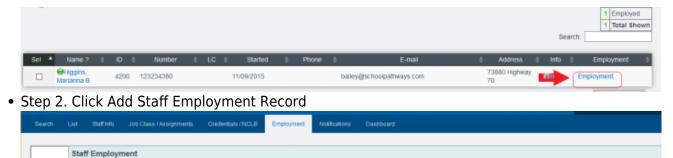


- Step 3. If they are not in the system, click ADD NEW STAFF
- Step 4. Complete as much information on the Demographics, Education, District Information and Language Fluency tabs as possible. In the District tab, the Staff Login will be completed in step B
- Step 5. SAVE after completing final tab



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



Work E-Mail: ba

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

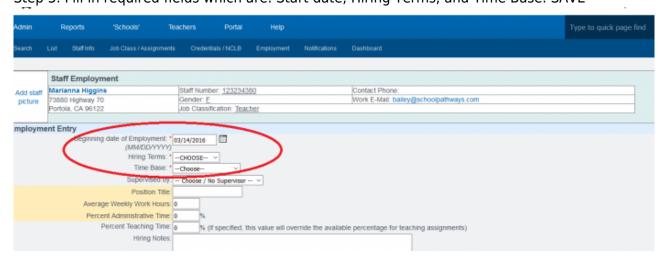
Staff Number: <u>123234380</u>

Gender: E Job Classification: <u>Teacher</u>

Marianna Higgins

Portola, CA 96122

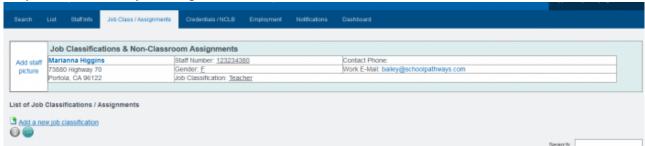
(i)



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



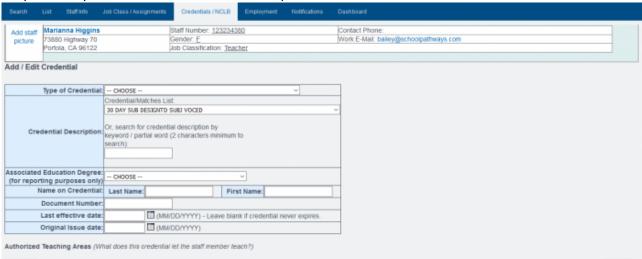
- Step 2. Choose add new job classification
- Step 3. Select the Job Classification field. If a teacher, enter the FTE (what % of their day is spent teaching.) If a Classified member, choose the Job Classification and then select from one of the checkboxes below. Do NOT enter an FTE for a classified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

Search:]

Add Job Classifications and Non-Classro	om Assignments		
Job Classification: Select	~		
FTE Percent ge: %			
Select all non-constroom assignments for this staff member under files job classification and click Save when done			
☐ 0100 Superintendent	0209 Other medical professional	142 Admin environmental education	
 0102 Deputy or associate superintendent (general) 	 0211 Special ed speech pathology/therapy/hearing 	143 Admin instructional television	
 0103 Administrative assistant (general) 	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	0218 Special ed nurse	151 Admin region/area	
0110 Admin staff development	0219 Special ed social worker	152 Admin integration/desegregation	
0111 Admin food services	0220 Special ed recreation therapy	153 Admin government relations/legal:	services
T 6446 Admin data processing	Consist of disposition toff	4 F 4 Admin work americans advantion	

D. Credentials/NCLB

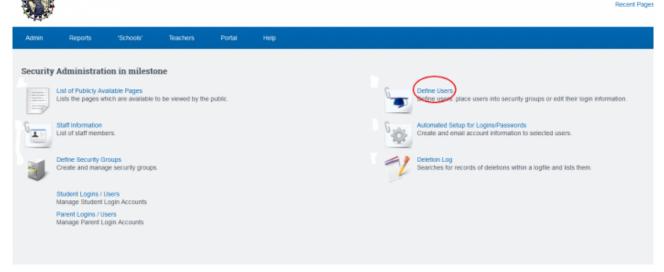
Step 1. Complete as much information as possible. SAVE



• 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

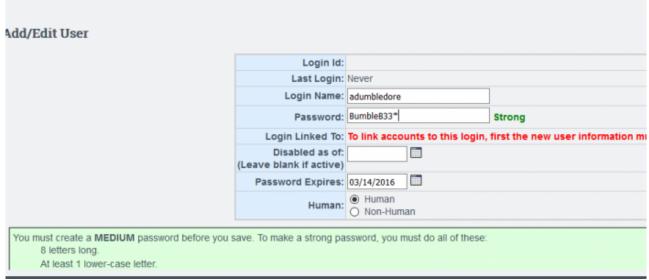
• Step 1. Admin»Settings»Security»Security Choose Define Users



Step 2. Click Add New User



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



- 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, click on the "Unlinked Accounts" button, click UPDATE then find the new staff member in the list. Click on the **Login Name** to access the login details page.
- 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 to the login. If there is a not matching name, steps A and B have not been completed.

https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base

Permanent link:

https://schoolpathways.com/knowledgebase/doku.php?id=plsis:creatingnewstaff&rev=1506721114

Last update: 2017/09/29 21:38