

Staff Management.

Training Agenda



Target Audience

The Staff Management training is recommended for delivery to the following people from your school:

- ✓ Member(s) from your HR and Personnel Team
- ✓ Member(s) from your Administration Team with Staff/HR responsibilities

Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Configure the key settings required to manage staff information.
- ✓ Add and maintain staff records, including contracts, pay, qualifications, checks, working patterns and absences.
- ✓ Manage staff actions, reporting and Single Central Record information.

Agenda Overview

- ✓ **Configurations**
 - Administration Defaults
 - Lookup Tables
 - Base Pay Structure
 - Additional Allowances
 - Staff Absence Codes
- ✓ **Adding and Maintaining Staff Details**
 - Staff List Page Overview
 - Adding a New Member of Staff
 - Staff Details
 - Setup Account Details
 - Staff Record
 - Staff Basic Details
 - Profile
 - Contracts, Roles & Pay (inc. Contract Document Templates, Spinal Progression & Additional Allowances)
 - Qualifications
 - Background Checks
 - Working Patterns
 - Absences
 - Claims
 - Timetable
 - Staff List Page Actions
 - Absence
 - Staff Leavers and how to reappoint (inc. Admin Defaults option if timetable still exists)
 - Quick Edit
 - Manual Data Export/Import (inc. SCR data items)
- ✓ **Reporting**
 - Staff Administration Reports
 - Absence Analysis
 - Staff Absence Report
 - Staff Data Check Report
 - Single Central Record
 - Using Single Central Management