Personnel
**what?**

Through the **Personnel** module, users can track and enter staff employment, education and PIR details.

**where?**

- Management
- Personnel

Click **Change Who Appears in this List**.

**Filter My Personnel List**

Include Personnel whose Primary Site is...

- Agencies: **✓ All**
- Sites: **✓ All**

- **Little Beginnings Childcare**
  - **✓ < No Site >**
  - **✓ Administration Office**
  - **✓ Faith House Center**
  - **✓ Happy Hearts Center**
  - **✓ Moving Up Center**
  - **✓ North Springs Center**

- **✓ Show inactive agencies and sites**

Include Personnel in these positions: **✓ All**

- **✓ < None >**
- **✓ Assistant/Aide**
- **✓ Bus Driver**
- **✓ Coordinator**
- **✓ Director**
- **✓ Family Child Care Provider**
- **✓ Family Service Worker**

**Active Status**: **Show Only Active**

1. Check options to create your filter.

   ![Inactive employees will be indicated with an (i) if you have selected to show inactive employees in the list.](image)

2. Click **Find**.
Add Personnel

1. Enter the Last Name and First Name.
2. When adding a new employee, the employee's Social Security # or Birthday is required.
3. Click [Ok].

Search for an existing employee before adding to verify the employee is not in ChildPlus.

General Tab - Demographic Information
Agency-Specific Information

* Your agency is not limited to just the selection shown in the screen. Here, your agency is able to enter up to 275 agency-specific fields plus 10 agency-specific labels.

Employment Tab

The Employment tab contains information about the employee’s employment term with the agency, including Background and Wages information.

Employment
Background

Report 1150 - Personnel Health Status has the option to show staff TB tests and results.

Wages

Under Add Funding, add as many associated funding sources as necessary for the position.
Education Tab

The Education tab contains information about the employee's education and CDA information.

CDA

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Personnel Instructions
www.childplus.com
Your system administrator sets access for this feature.

### System Preferences

These preferences are global and apply to all users.

<table>
<thead>
<tr>
<th>General</th>
<th>Enrollment</th>
<th>Data History Log</th>
<th>Attendance</th>
<th>In-Kind</th>
<th>Notes</th>
<th>Fees</th>
<th>Email</th>
<th>Dashboards</th>
</tr>
</thead>
</table>

#### Entry Express

#### Attendance Scanning

#### Staff Time Clock

- **Enable Staff Time Clock**: If checked, staff will be able to check in and out from the gear menu or by scanning a barcode in Entry Express/Attendance Scanning.
- To print staff barcodes, run report 1101 - Personnel ID Cards.
- To analyze time clock data, run report 1190 - Staff Time Clock.

Employees will...

- Check in and out
- Enter the number of hours they worked

- Lock time clock records prior to

Note: Go to Setup/System Setup/Customize Dropdown Choices and choose 'Type (Staff Time Clock)' to configure types of time (Sick Leave, PTO, Holiday, etc.)
data entry

**Time Clock Tab**

View or edit staff hours via the Time Clock tab.

---

**Personnel**

<table>
<thead>
<tr>
<th>Jina Abner</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>General</th>
<th>Employment</th>
<th>Education</th>
<th>Time Clock</th>
<th>Attachments (1)</th>
<th>Performance Evaluation</th>
</tr>
</thead>
</table>

### Time Clock Records

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Type</th>
<th>Hours</th>
<th>In</th>
<th>Out</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>10/21/16</td>
<td>Regular</td>
<td>7.00</td>
<td>7:30 AM</td>
<td>2:30 PM</td>
<td>7.00</td>
</tr>
<tr>
<td>Thu</td>
<td>10/20/16</td>
<td>Regular</td>
<td>7.25</td>
<td>7:45 AM</td>
<td>3:00 PM</td>
<td>7.25</td>
</tr>
<tr>
<td>Wed</td>
<td>10/19/16</td>
<td>Regular</td>
<td>7.25</td>
<td>7:45 AM</td>
<td>3:00 PM</td>
<td>7.25</td>
</tr>
<tr>
<td>Tue</td>
<td>10/18/16</td>
<td>Regular</td>
<td>7.25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>10/17/16</td>
<td>Regular</td>
<td>7.25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>9/23/16</td>
<td>Regular</td>
<td>7.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>9/22/16</td>
<td>Regular</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>9/21/16</td>
<td>Regular</td>
<td>7.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>9/20/16</td>
<td>Regular</td>
<td>7.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>9/19/16</td>
<td>Regular</td>
<td>7.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>8/19/16</td>
<td>Regular</td>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>8/18/16</td>
<td>Regular</td>
<td>6.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>8/17/16</td>
<td>Regular</td>
<td>7.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>8/16/16</td>
<td>Regular</td>
<td>7.00</td>
<td>7:30 AM</td>
<td>2:30 PM</td>
<td>7.00</td>
</tr>
<tr>
<td>Mon</td>
<td>8/15/16</td>
<td>Regular</td>
<td>7.00</td>
<td>7:30 AM</td>
<td>2:30 PM</td>
<td>7.00</td>
</tr>
<tr>
<td>Fri</td>
<td>8/12/16</td>
<td>Regular</td>
<td>3:33 PM</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

**Edit Regular**

Date: 10/21/16
Time In: 7:30 AM
Time Out: 2:30 PM
Time: 7.00 hours

---

**Summary**

<table>
<thead>
<tr>
<th>Type</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>104.95</td>
</tr>
<tr>
<td>Total Hours</td>
<td>104.95</td>
</tr>
</tbody>
</table>

Click a row to edit that row.

Time Clock records will be kept for 3 years.
Two options are available for adding hours.

1. Add In/Out Times
2. Add Hours

Add Regular

Date: 10/24/16
Time In: 7:00 AM
Time Out: 5:15 PM
Duration: 10.25 hours

Add Sick Leave

Date: 10/24/16
Hours: 8

Save | Cancel Add

*customize dropdown choices
Using **Report 1191 - Personnel ID Cards**, ID cards with barcodes can be run for staff.

<table>
<thead>
<tr>
<th>Select a Report</th>
<th>1191 - Personnel ID Cards</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>General</th>
<th>Custom Filters</th>
<th>Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Program</td>
<td>Head Start</td>
<td></td>
</tr>
<tr>
<td>Program Option</td>
<td>&lt;ALL&gt;</td>
<td></td>
</tr>
<tr>
<td>Service Area</td>
<td>&lt;ALL&gt;</td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>Little Beginnings Childcare</td>
<td></td>
</tr>
<tr>
<td>Site</td>
<td>Faith House Center</td>
<td></td>
</tr>
</tbody>
</table>

- Position
  - All
  - Assistant/Aide
  - Bus Driver
  - Coordinator
  - Director
  - Family Child Care Provider
  - Family Service Worker
  - Home Visitor
  - Maintenance Worker
  - Nutrition Worker - cook
  - Other Staff
  - Site Manager
  - Supervisor
  - Teacher

- Page break on report grouping
- Include inactive and terminated personnel
- Print ID Cards
- Print List
- Show personnel picture on ID cards
- Show agency logo on ID cards

**Configure Agency Logos**

**Note:** Barcode cards will print 2-1/4" x 3-1/2" (8 per sheet) and will fit Avery 5390, 74461, 74549, 74556.

**Tip:** If you want to print only one barcode or only a few barcodes you can use the Individuals tab to select specific participants.
what?

In the Attendance Scanning module, the default is set to your agency's specifications in Setup >> System Setup >> System Preferences. If a staff member is not scanned, they are recorded as the default set in the System Preferences.

Check Staff Members In

1. Click Check In.
2. Scan the barcode or type the ChildPlus ID number.
3. ChildPlus marks the staff member as Present and records the time as their Arrival Time for the day.
Check Me In/Out

1. Check in David Hasselhoff

Check In

2. David Hasselhoff checked in at 6:14 AM

Checked In
My Timesheet

Timesheet for David Hasselhoff

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Type</th>
<th>Hours</th>
<th>In</th>
<th>Out</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>9/16/16</td>
<td>Regular</td>
<td>9.03</td>
<td>6:00 AM</td>
<td>3:02 PM</td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>9/15/16</td>
<td>Regular</td>
<td>8.57</td>
<td>6:01 AM</td>
<td>2:35 PM</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>9/14/16</td>
<td>Regular</td>
<td>9.65</td>
<td>6:00 AM</td>
<td>3:39 PM</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>9/13/16</td>
<td>Regular</td>
<td>8.77</td>
<td>6:14 AM</td>
<td>3:00 PM</td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>9/12/16</td>
<td>Regular</td>
<td>9.08</td>
<td>6:00 AM</td>
<td>3:05 PM</td>
<td></td>
</tr>
</tbody>
</table>

Summary

Regular       45.10
Total Hours   45.10

Click a row to edit that row.
Time Clock records will be kept for 3 years.

In/Out Times can not be edited from My Timesheet. They can only be edited from the Time Clock tab in Management >> Personnel.