

How to Create Your Staff Roster

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IMPORTANT: Your staff should set up their Workforce Registry Accounts **BEFORE** you attempt to add them to the staff roster.

There are a few ways to add staff that has opened a Workforce Registry account to your staff roster.

- 1) **Search by Workforce ID:** The staff member can provide you with their Workforce Registry ID number (located in the upper right hand corner of their Workforce Registry Account) or they can print the number for you using the print feature in the Workforce Registry.
- 2) **Search by Personal Information:** If you do not know someone's Workforce ID, you can find them in the directory by filling out the four pieces of information below: First Name, Last Name, Date of Birth, Last Five Digits of Social Security Number and click **Search**. If the person has completed a Workforce Registry Account they will appear. If they have not, you will be prompted to add them. Please note, you will only be able to upload Background Checks for staff that you add and your staff roster will be incomplete unless the staff opens a workforce registry account and uploads the proper documentation. Therefore, it is recommended that your staff set up their Workforce Registry Accounts before attempting to add them to the staff roster.



The screenshot shows a web form titled "Add Staff". At the top, there are two tabs: "Search by Workforce ID" (selected) and "Search by Personal Information". Below the tabs is a text input field with the placeholder "Workforce ID". To the right of the input field are two buttons: "Search" and "Clear". Above the input field, there is a small instruction: "Type the user's workforce ID below and click Search. A workforce ID begins with a letter, followed by 5 numbers, eg. A00001."

- 3) **Confirm:** If your staff have created their workforce registry accounts and listed your program as their current employer, they appear on the Staff screen. Their name, workforce ID, date of birth will be listed. As you review this list, click the **Confirm** button to add each of your **CURRENT** staff members to your staff roster. If there is someone you do not recognize, click the **Dispute** button to remove them from the list.



The screenshot shows a confirmation/dispute screen. At the top, there is a text box: "The following individuals have indicated they work at this program. Click the button below to confirm or dispute current employment." Below this is a table with two columns: "Confirm" (green button) and "Dispute" (red button). The table contains one row of data:

Confirm	Dispute	Workforce ID	Name	Date of Birth
<input type="button" value="Confirm"/>	<input type="button" value="Dispute"/>	A07619	Beth Harvey	10/05/1981

Once you have confirmed your staff, your staff roster will be listed in the bottom portion of the screen in **"Your Current Roster"**.

For each staff member, please click the 'Select' button to provide data on:

- the position they hold and when they began their employment with your program;
- their employment details, such as hours worked per week; and
- benefits offered.

Your Current Roster Display Active Staff

	ID	First	Last	Position	DOB	Status
Select	A07604	Amelia	Winter	Administrator	08/15/1994	Active
Select	A07665	Olivia	Rooney	Teacher	06/02/1995	Active
Select	A07666	Madison	Rooney	Support Staff	06/02/1995	Active
Select	A07662	Joey	Rooney	Other	03/15/1997	Active

Showing 1 to 4 of 4 entries

Use the Document management section to upload background checks for your confirmed staff.

 Olivia Rooney (A07665)

Position Details

* Position * Start Date

No Longer Employed

Compensation

* Employment Status

Wage Type

Wage

* Hrs / Week

Wks / Yr

Benefits

* Benefit Category

- Full-time employee benefits
- Part-time employee benefits
- No benefits

Types of Benefits (select all that apply)

- Select all
- Dental insurance
- Dental insurance employer contribution
- Disability insurance
- Free or reduced tuition for staff children
- Health insurance
- Health insurance employer contribution
- Holiday
- Leave
- Paid vacation
- Professional membership fees paid
- Retirement plan
- Retirement plan employer contribution
- Sick leave
- Tuition reimbursement
- Vision

Documents:

Visit your [Documents](#) page to upload a file.

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Tip:
 In the field of early care and education, many job titles make very similar wages. The difference between a teacher and assistant teacher could be very small. When trying to report wages across our state we want to be able to show even slight differences. The only way to do this is to collect the specific hourly wage or annual salary and not use ranges. This information is only shared in the aggregate and never tied back to your program. Sharing your wage information is optional and can be left blank on the application. However, having accurate wage information will help to inform good policies and support increased compensation for the field.

After you have entered your staff and their data, you must assign regulatory roles. Go to the **Regulatory Roles** link under the **Staff** menu in the left-hand navigation. For each role listed, select a staff member from the dropdown list. Staff who you have added to your staff roster appear in the dropdown list.

Regulatory Roles

Role	Staff Member
Education Coordinator	[Select a staff person] ▼
Nurse/Child Care Health Consultant	[Select a staff person] ▼
Site Coordinator	[Select a staff person] ▼

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 **Note:** This section may be different depending upon your program type. Not every program requires all of these positions. Also, staff may be listed in more than one regulatory role. Refer to your foundational regulations for more information.