



## StaffReady Staff Module

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### Overview

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## Introduction

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The StaffReady Staff module is the central hub for managing employee data across all of the StaffReady modules your organization is utilizing. Each module has its own set of minimal employee functions, but the Staff module brings all detailed functions into one central location.

Within the Staff module, admins can update dozens of settings for an individual employee, an entire organization or anything in between. The Staff Module allows for more customization than if you were to alter settings from within individual modules. The Staff Module also gives you the best top down perspective for your organization.

All admins will be able to view StaffReady through their own online portal. Our cloud-based solution is your one stop shop for managing employee data in one central, online application. The Staff module also integrates with other StaffReady modules, further enhancing savings and improving employee satisfaction.

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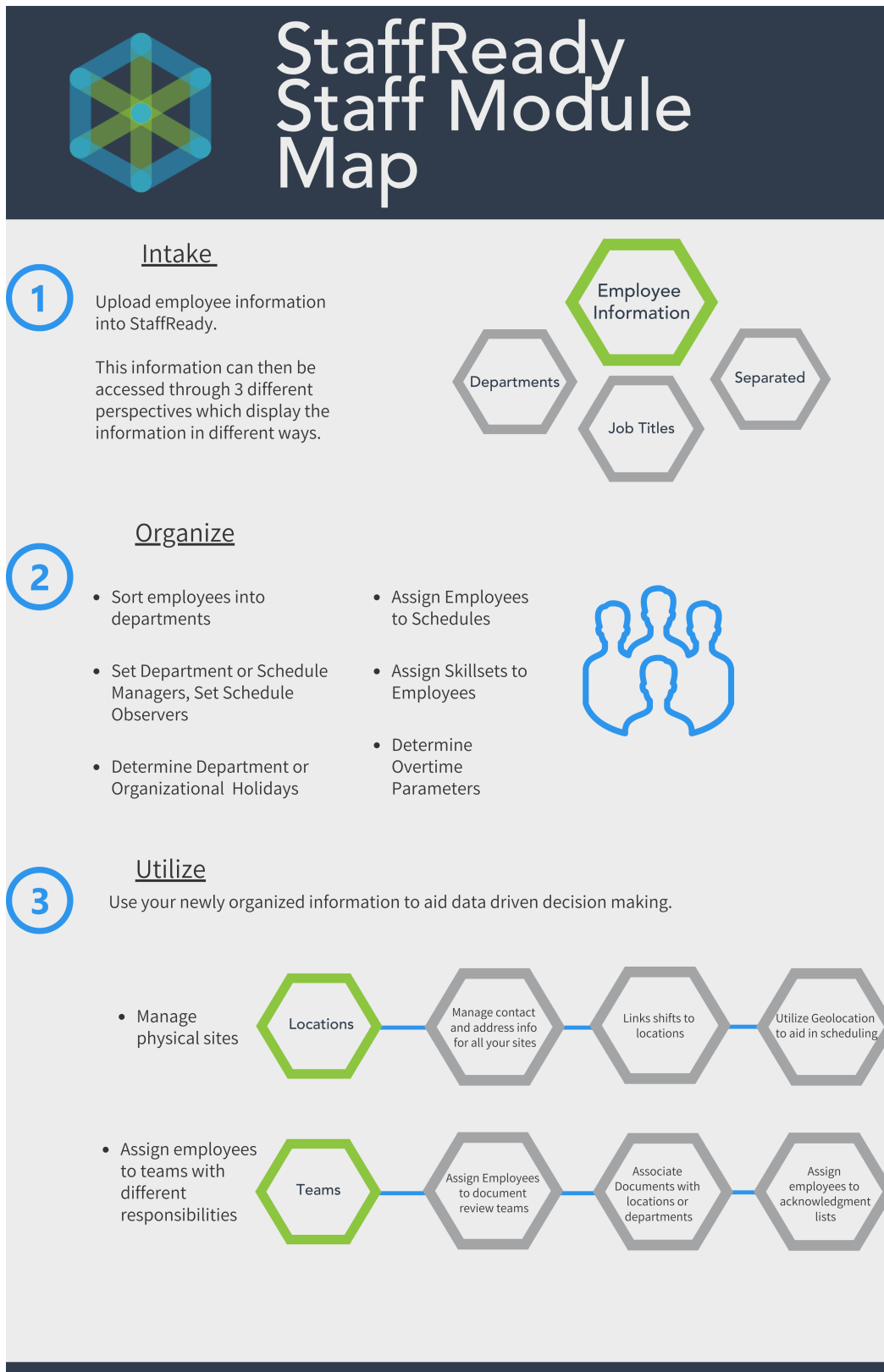
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**Note:** Almost of the actions described here can also be performed within individual modules. However, we recommend that you use the Staff Module to make these changes as it precludes having you click into multiple modules, and centralizes all of the data you would need to edit in one place.

# Staff Module Concept Map



## Perspectives

The Employee tab of the Staff module has three different perspectives for viewing or editing information: **Departments**, **Job Titles**, and **Separated**.

The **Departments** perspective (**Figure 1**) allows you to edit settings for an entire department including adding employees, configuring holidays (Covered on page 6), or setting up department managers. You can also edit settings for individual employees which pertain to both the Scheduling and Competency Modules.

The **Job Titles** perspective (**Figure 2**) organizes employees by the title they hold in your organization regardless of department. This is useful if you want to ensure all employees of a given description have the same qualifications or are all schedule observers, etc.

The **Separated** perspective (**Figure 3**) lets you view all employees who are no longer part of your organization. This perspective allows you to restore these employees to an active status or view records from previously assigned Assessments.

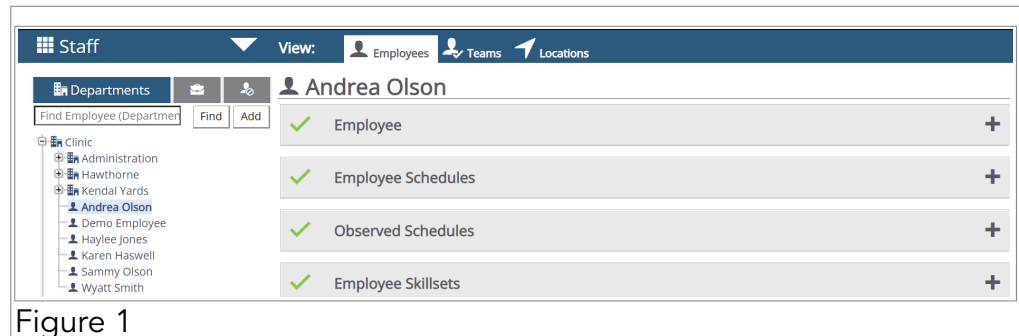


Figure 1

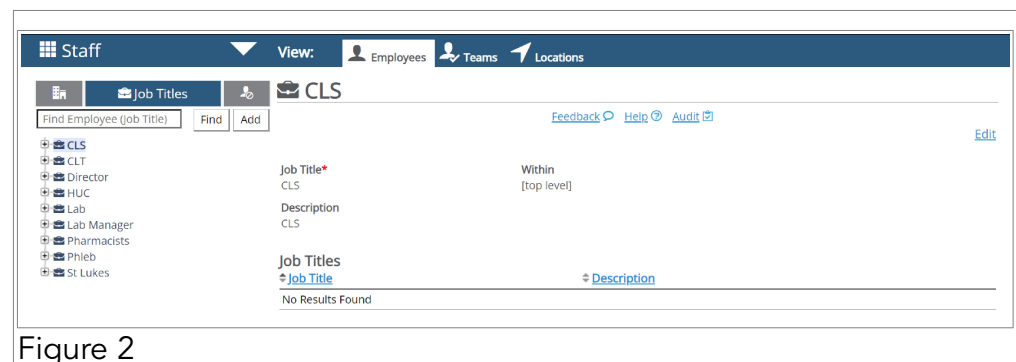


Figure 2

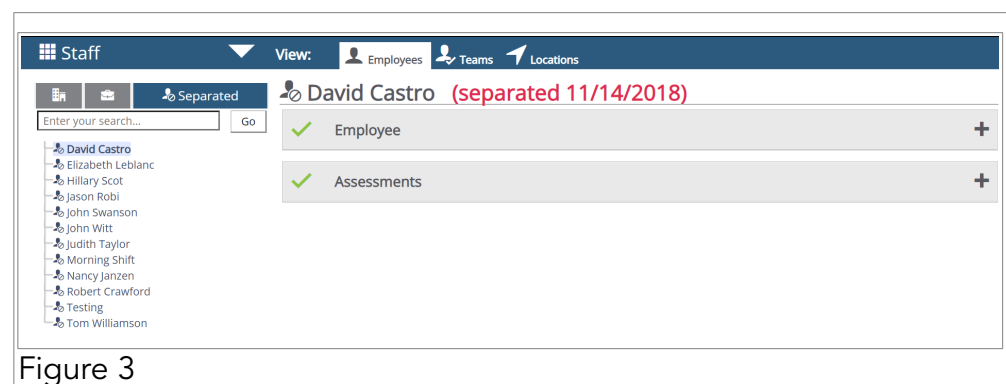


Figure 3

# Departments

The Staff module makes it easy to edit departmental or organizational settings. Not every department functions the same and may have unique parameters for how certain scheduling components are handled, such as hours in the pay period or when overtime begins to accrue. You can set up employees to fulfill different organizational roles. (schedule manager, schedule observer, etc.)

You can view skillsets that employees are a part of, assessments assigned to them, as well as view or edit employee contact information.

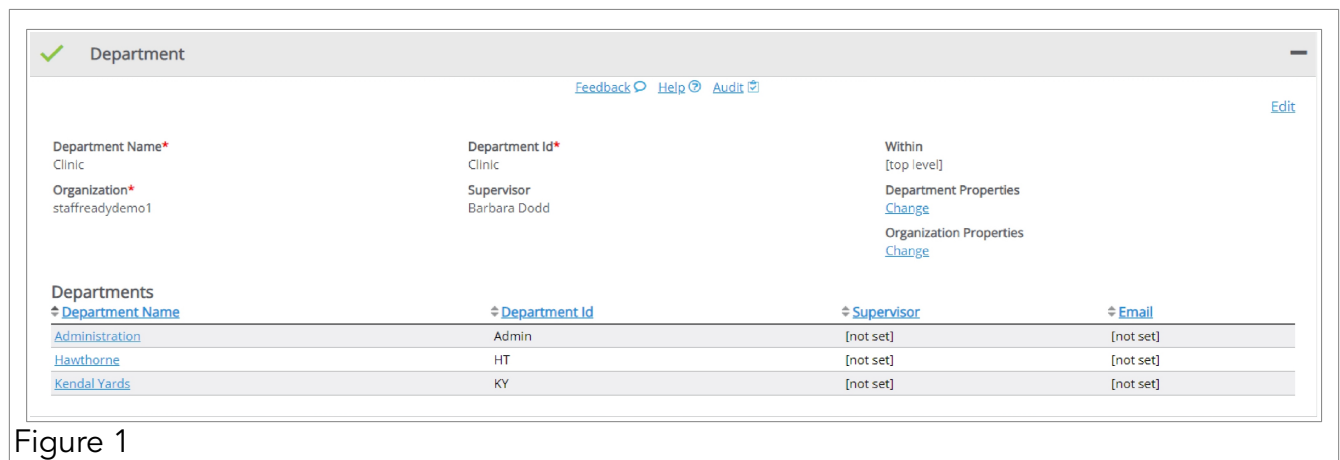


Figure 1

To learn more about this feature and how it works, please check out the full user guide [here](#).

# Holidays

The Staff module allows you to create and edit holidays which can be used throughout your organization by any department. The Holidays color bar allows you to fairly and equitably schedule employees to work holidays, either by assigning them to teams or manually adjusting which holidays they're able to work.

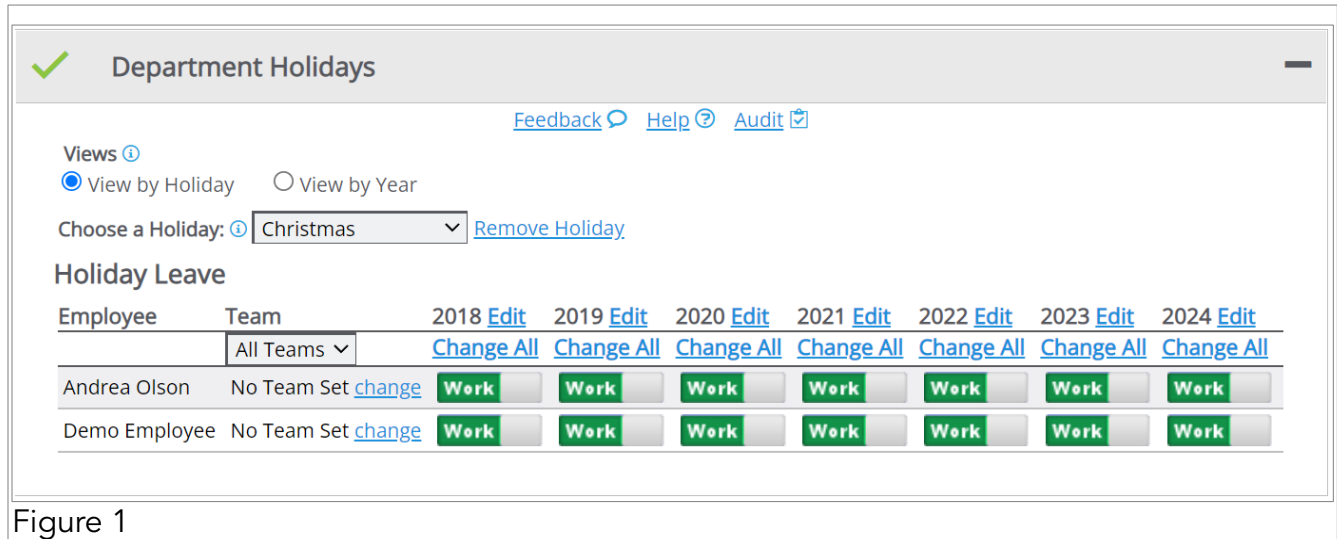


Figure 1

Being able to schedule employees for holidays months or years in advance allows all levels of your organization to plan appropriately and ensures that no one is caught unawares.

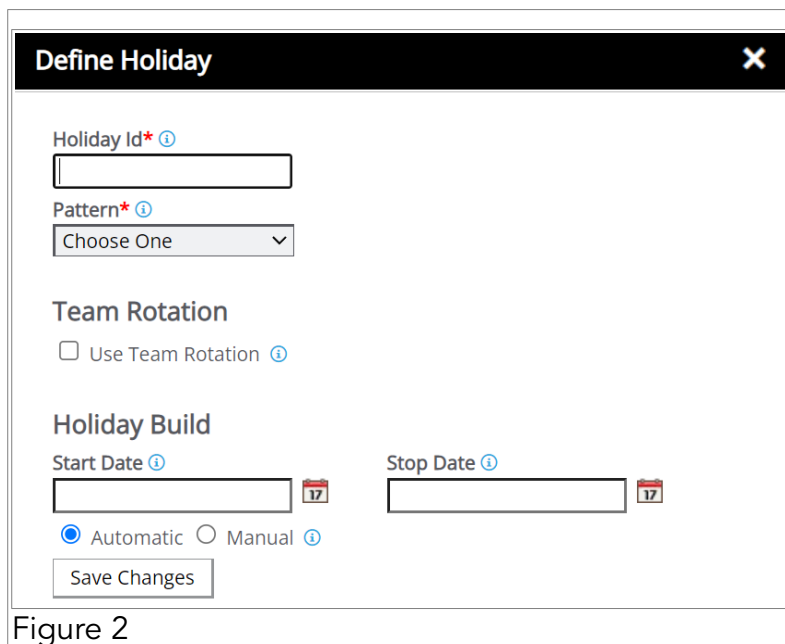


Figure 2

To learn more about this feature and how it works, please check out the full user guide [here](#).

## Locations

The **Locations** tab allows you to view or edit addresses for sites that your organization operates. This is directly correlated with the Scheduling module, where shifts are linked to specific locations, and also to Document Control where documents can be attached and set as required reading for specific locations.

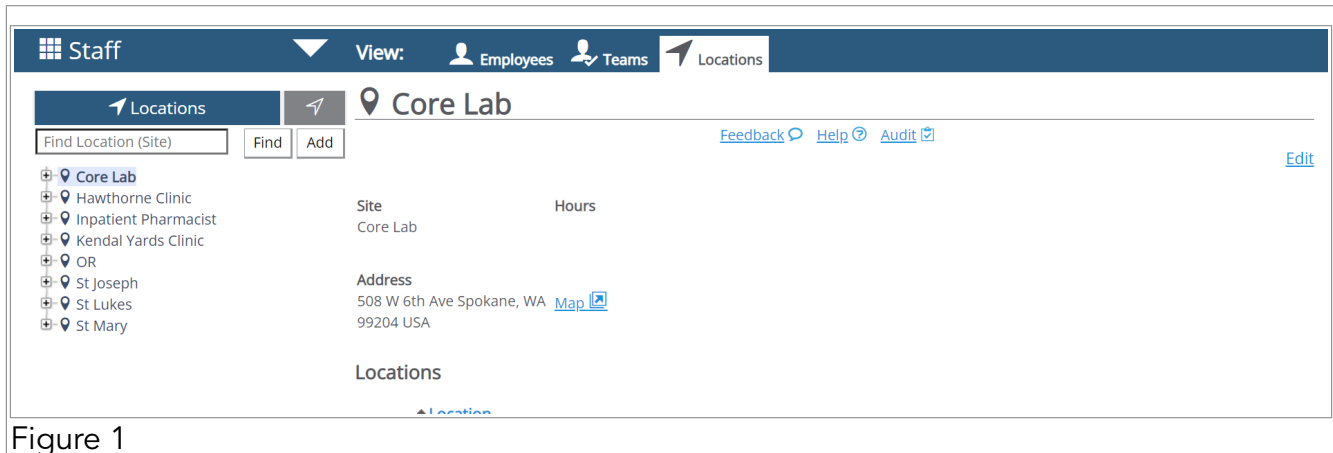


Figure 1

By using the Closed Locations perspective (Figure 2), you can view any locations that are not currently active. Additionally, you will have the option to restore these locations to an active status.

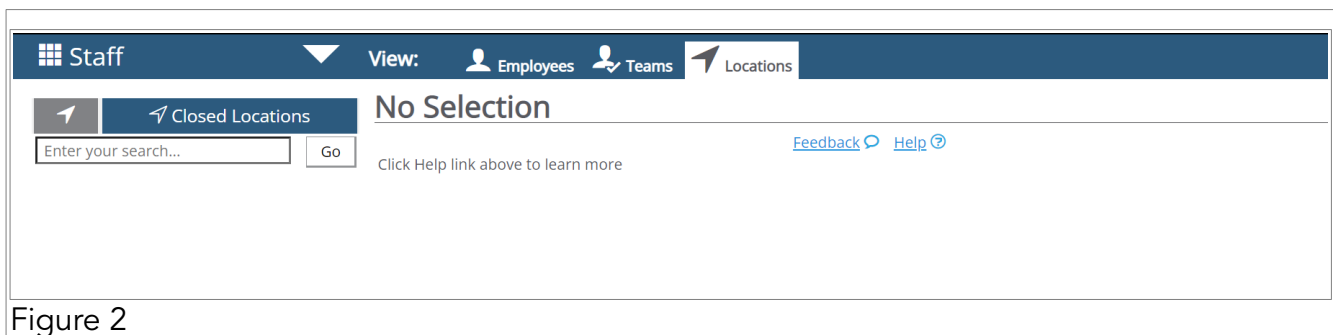


Figure 2

Another complementing feature is Geolocation. Geolocation or Proximity allows you to add addresses to individual employees which are then matched with the locations of each site your organization has. This ensures that the closest qualified employees to a given location are scheduled to work there instead of forcing long commute times for employees who may be far away.

To learn more about this feature and how it works, please check out the full user guide [here](#).

## Teams

The Staff module also allows you to assign employees to different teams. These teams could represent employees who review documents or lists of employees who will be required to acknowledge documents.

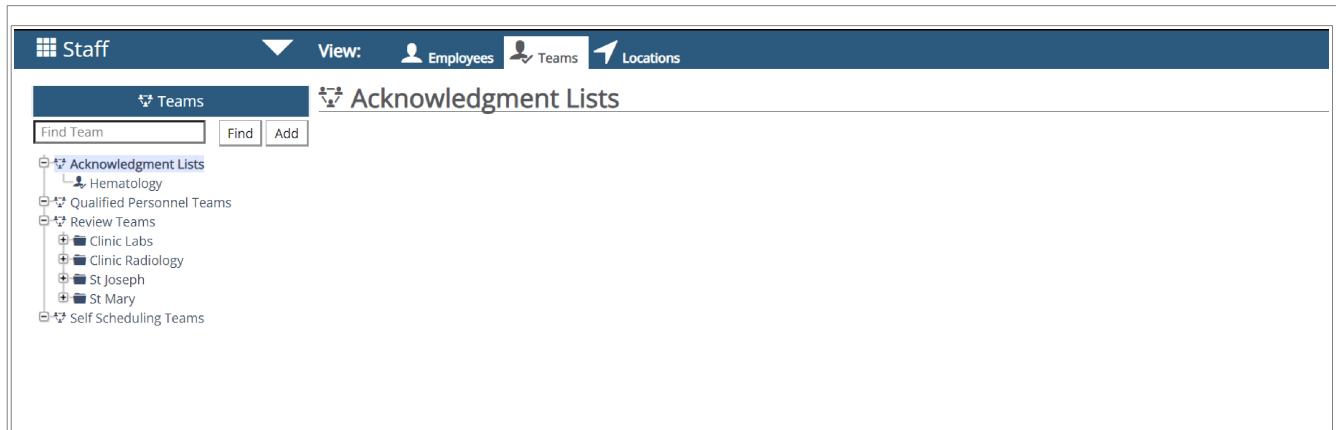


Figure 1

From this tab, you can edit information for each team, add new members to it, adjust its place in your organization's hierarchy, view any locations associated with it, and view any documents currently associated with it.

## Resources

This concludes the Overview for the **Staff** module. We hope that you have a better understanding of this module and how it functions within the entire suite of StaffReady products.

For additional resources, please check out the User Guide Directory located under your employee profile in the upper right hand corner of each screen. **(Yellow box, Figure 1)** See sample guides under Related Topics below.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

### [Online Support Form](#)

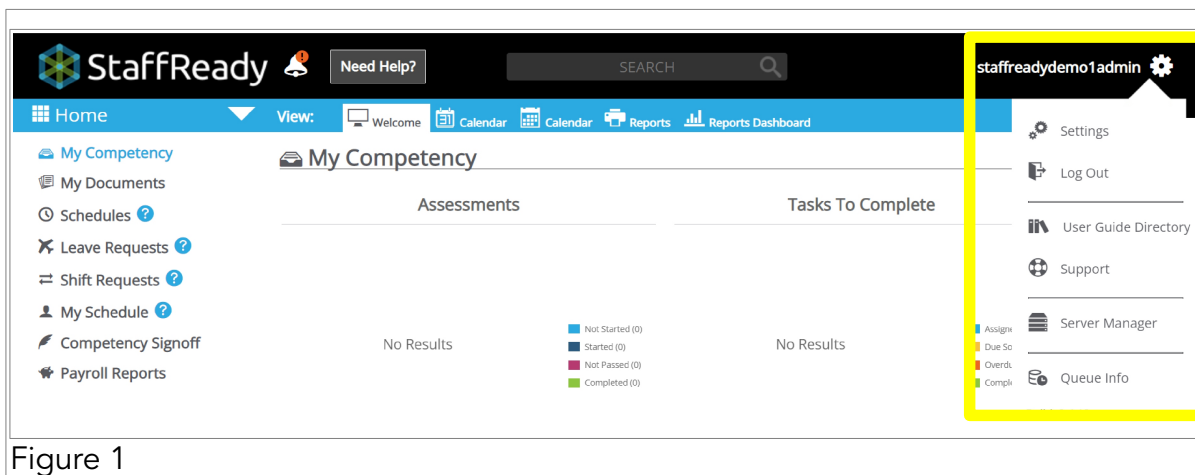


Figure 1

## Related Topics

Please select any link to skip to that topic.

<a href="#">Employees Color Bar</a>	<a href="#">PDF Document</a>
<a href="#">Departments</a>	<a href="#">PDF Document</a>
<a href="#">Holidays</a>	<a href="#">PDF Document</a>