Setup View – Employee Color Bar
Add New Employees

This reference guide provides a process overview of **How to Add New Employees** within the **Employee** Color Bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Add new employees

Add New Employee

1. Click the **Employees** color bar.

2. Click on **New.**

3. In the **Full Name** box, type the employee's name.

   Note: If you add an employee that already exists within the software, the employee's name will auto-fill as you type and you can click on it.

4. In the **Login Id** box, type the value for the employee's username (e.g., employee id).

   Note: Leave the box blank for the Login Id to be the employee's first initial and last name.

5. Click **Next.**

6. If you need to change any of the employee information in the **Login Id, Require Change By, Hire Date, Department, Employee Id, or Full Name boxes**, type those changes now.

7. Click **Next.**

8. Click the "Edit" links to add a Primary Email and Primary Phone Number.

Add an Employee to the Schedule ✕

Add Employee | General Information | Contact Information | Schedule Information | Skillsets

General Information

Fill out any missing fields to setup the employee.

Login Id* ⓘ
SSmith

Password* ⓘ
quality

Require Change By* ⓘ
10/10/2026 📅

Employee Id* ⓘ
SSmith

Department* ⓘ
Medical Center

Hire Date* ⓘ
10/10/2016 📅

Full Name* ⓘ
Steve Smith

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Add an Employee to the Schedule ✕

Add Employee | General Information | Contact Information | Schedule Information | Skillsets

Contact Information

Add email addresses and phone numbers for the employee. Choose the one in the drop down that you would like to be the primary one used.

Primary Email ⓘ
No Email Address ▾ Edit

Primary Phone Number ⓘ
No Phone Number ▾ Edit

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9. Specify the name that you want this employee to appear on the schedule in the **Name on Schedule** box.

10. In the **First Day on Schedule** box put the date you would like the employee to appear on schedule.

    Note: If you put a future date in the **First Day on Schedule** box, employee's availability will not be able to be set until the date chosen.

11. Click **Finish.**
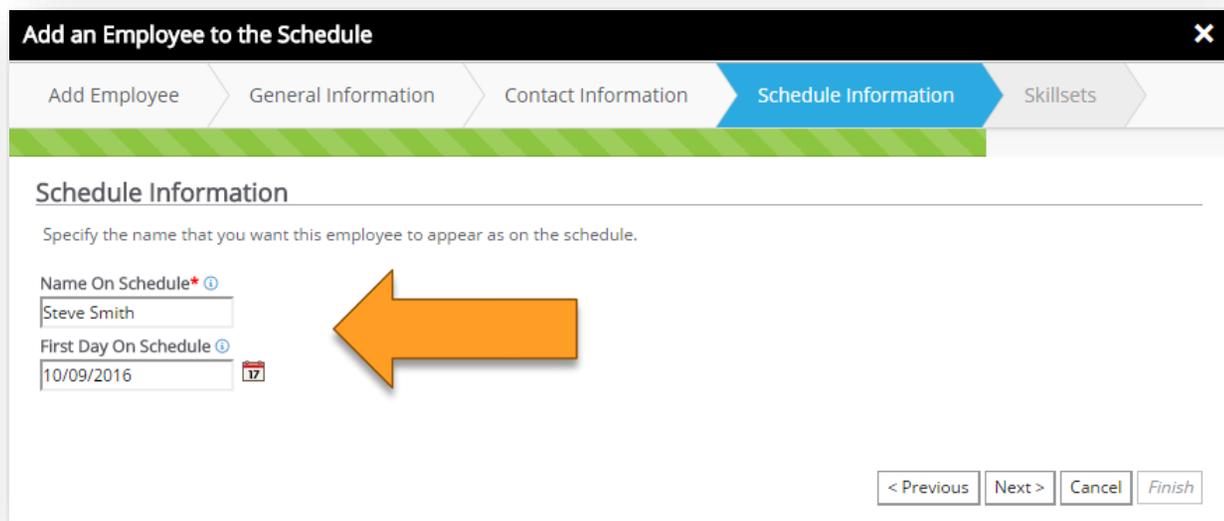
Add an Employee to the Schedule ✕

Add Employee ⟩ General Information ⟩ Contact Information ⟩ **Schedule Information** ⟩ Skillsets

Schedule Information

Specify the name that you want this employee to appear as on the schedule.

Name On Schedule* ⓘ

Steve Smith

First Day On Schedule ⓘ

10/09/2016 📅

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