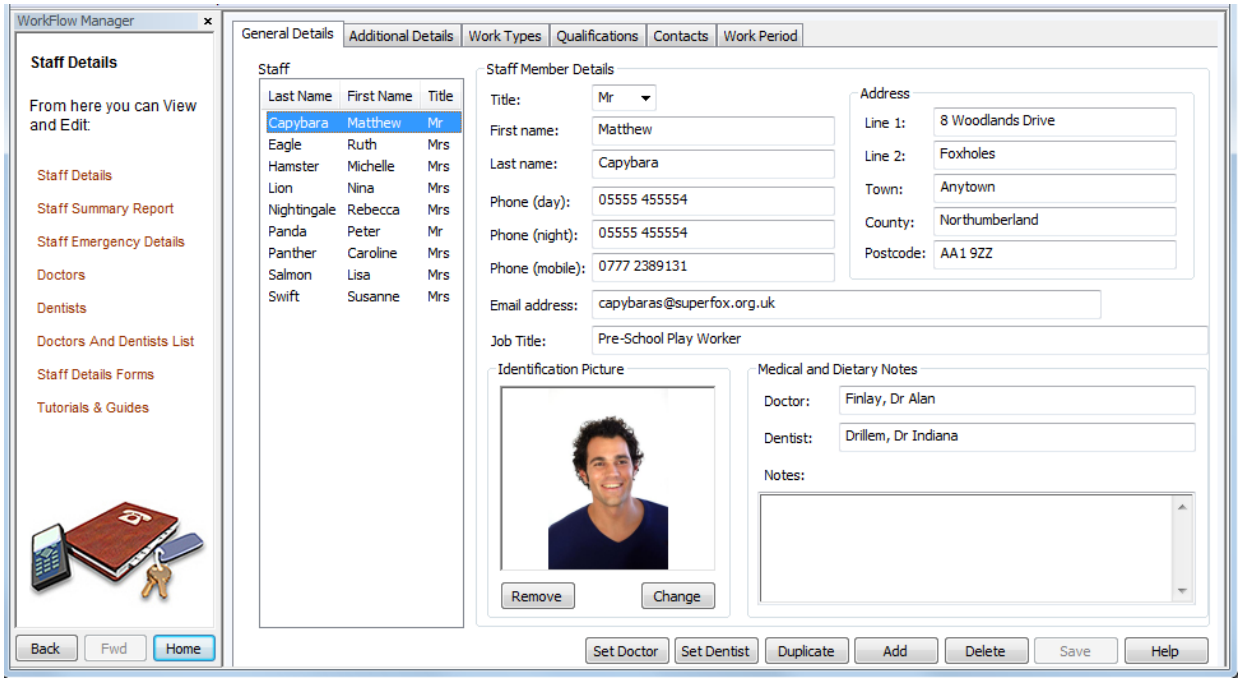
STAFF DETAILS

Staff and volunteer details are stored in a large tabbed form for safety and administrative reasons:

Go > Home > Staff Details > Staff Details >



(The pictures in this mini guide use the Quick Start tutorial data.)

The tabs on the form store the following information:

General tab	-	Contact details, doctor, dentist and any medical notes.
Additional Details	-	Job title, key dates, HMRC information, CRB and Paediatric First Aid, Holiday year and allowance, carry forward / lieu days.
Work types	-	Pay rates, if any, to be used for this person.
Qualifications	-	Qualifications, Development courses, Baby experience.
Contacts	-	Emergency contact details.
Work Period	-	A note of any contracted hours and the associated pay amount.

Adding A Staff Member

Adding a new staff member is very much like adding a doctor or dentist. You would simply press the ***Add*** button and fill in the new staff member's details on each of the tabs. Use the change button to browse for a photograph of the staff member if you wish to store an identification picture.

Volunteers

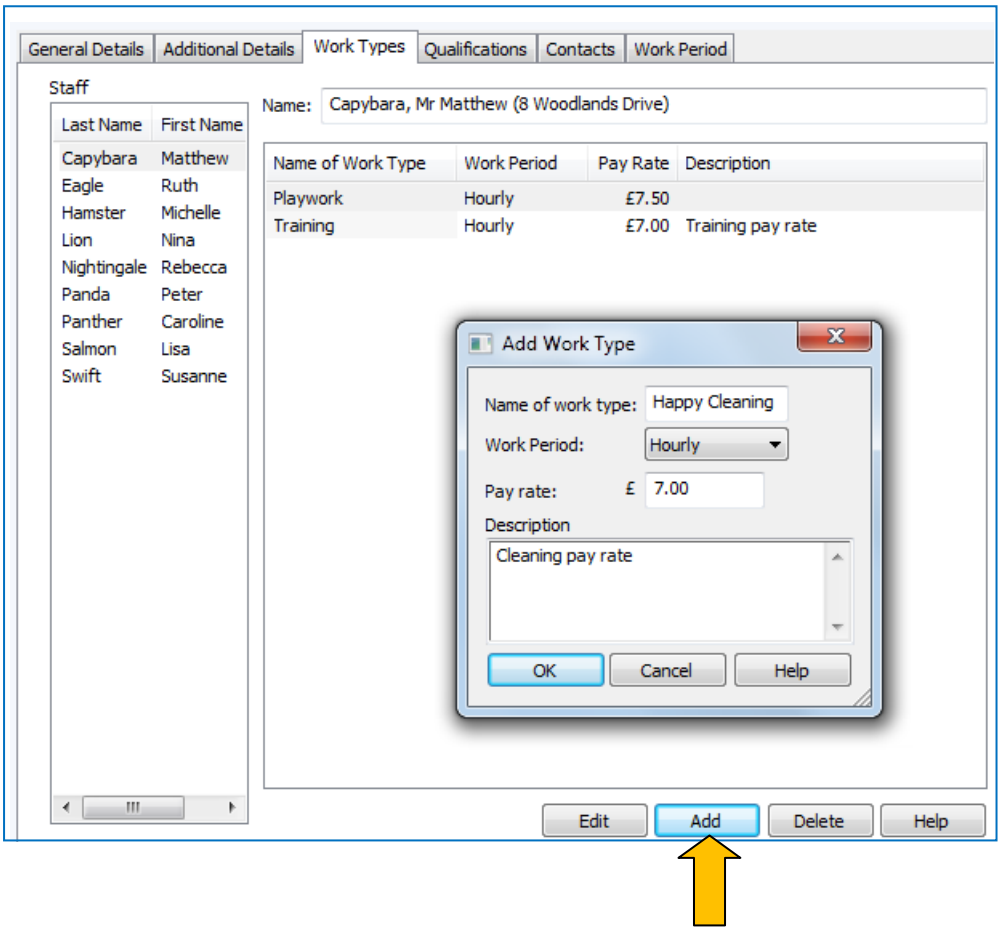
Include details for both staff members and unpaid volunteers. (We have a duty of care to our volunteers too.)

If a volunteer is unpaid you should tick the ***Volunteer*** box on the Additional Details tab and this will exclude them from the payslip runs.

Work Types Tab

With Matthew Capybara still selected, click on his 'Work Types' tab.

You can see that Matthew has two work types set up, play work and training which are paid at different rates.



Add a new Happy Cleaning pay rate. Press the Add button and enter the details shown here.

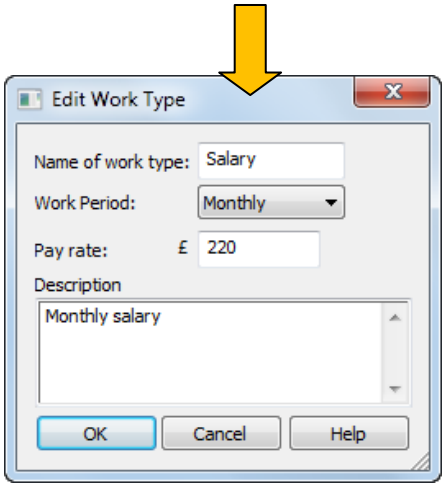
- Name of work type: Happy Cleaning
- Pay rate: £7.00
- The work period: Hourly (not, daily, weekly, monthly or contracted)
- Description: Cleaning hourly pay rate

When you press 'OK' Happy Cleaning should appear in the list of Matthew's work types.

Because each staff member has their own work types you can differentiate their pay to reflect their individual experience and responsibilities.

In SuperFox a Work Type is simply an amount of money that is paid to a member of staff for a unit of work.

A monthly salary might look like this.



Work Period

The Work Period chosen from the drop down tells SuperFox what period of time is used for the pay rate. SuperFox uses this period to transfer work from the staff schedules to the staff timesheets for use in pay statements.

- Hourly - Hourly pay rate
- Daily - Daily pay rate
- Weekly - Weekly pay rate
- Monthly - Monthly pay rate
- None - A payment unrelated to time, e.g. a bonus.

The description that you choose will appear on payslips. Editing the pay rates works in exactly the same way. To see how the staff pay rates are used in practice see the ***Staff Pay*** mini guide.

You can change pay rates at any time. The attendances already entered will not be affected as the amount paid was captured at the time they were first entered.

Staff Qualifications Tab

Staff qualifications are stored in SuperFox for specific purposes:

- **For OFSTED compliance.**

  The program stores a complete list of the staff member's qualifications, one of which is identified as their main qualification (e.g. NVQ level 3 in Playwork). This also helps to ensure that qualifications requiring periodic revalidation remain current. (e.g. Paediatric First Aid.)

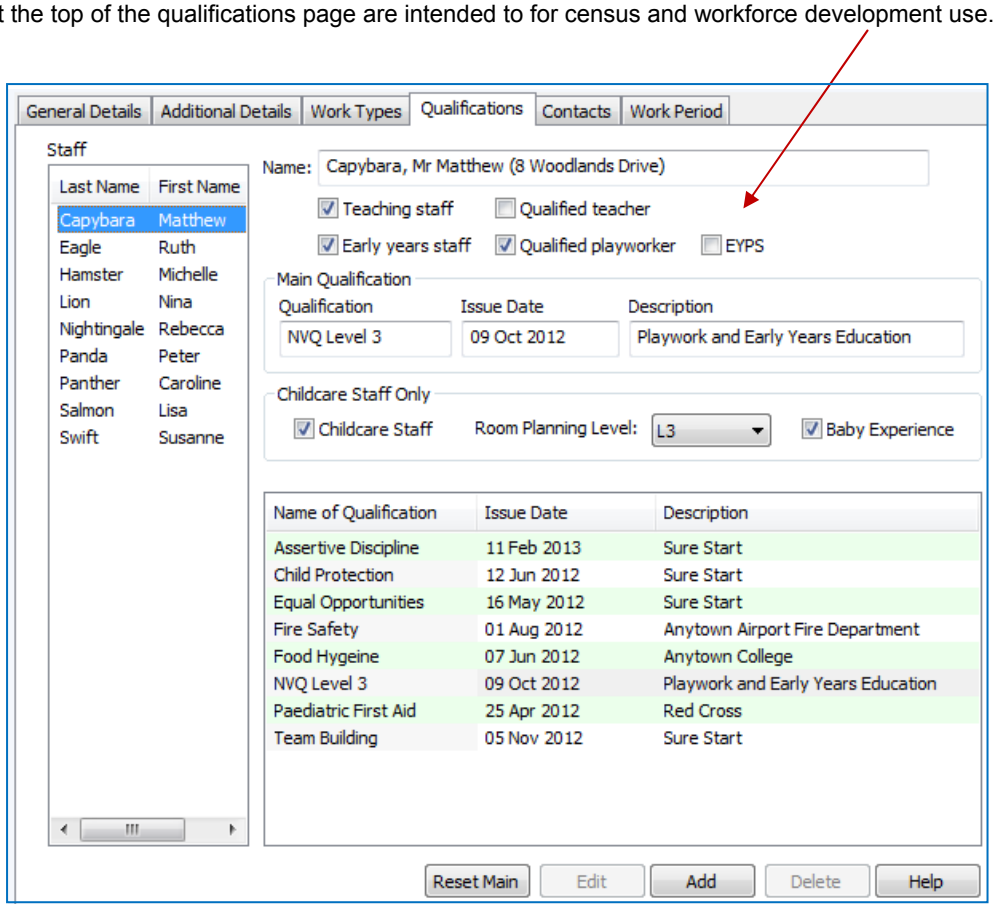
- **For Workforce Development audits.**

  The printable staff summary report includes the full list of qualifications and workforce development courses help by the staff member. This makes assessing workforce development needs a quick and easy process, whether for internal use or for use with a local authority.

- **For Staff Scheduling.**

  If you intend to use the Staff Scheduling function you can define the NVQ level to use for planning purposes for each staff member. You can also specify whether or not they have baby experience.

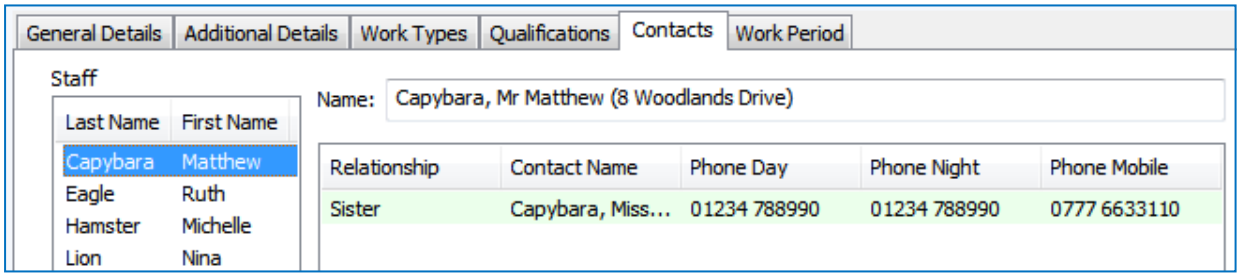
The ticks at the top of the qualifications page are intended to for census and workforce development use.



The childcare staff are indicated and their qualification level is recorded for your own use when putting together a staff schedule. The planning level relates to the capacity in which they will work, rather than their exact qualification. (A staff member will may have a dispensation from Ofsted to work while working towards their qualification.)

Contacts Tab

The contacts tab is used to store emergency contact details for the staff member:



The doctor and dentist information and medical notes are stored on the General Details tab and these are sent to the Staff Emergency Details report along with the contacts listed here.

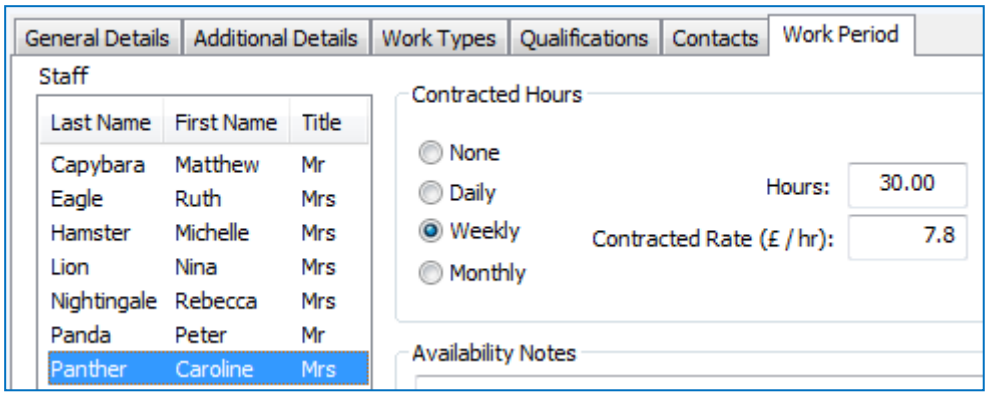
Remember to include emergency contacts for volunteers too, just in case they are taken ill whilst working in the setting.

Work Period Tab - Contracted Hours

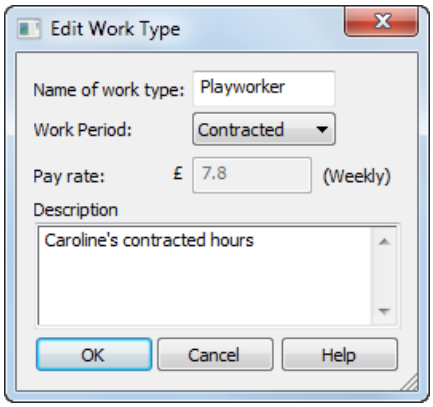
The Work Period tab is only used to set up contracted hours. If none of your staff have contracted hours, or if you do not use the staff scheduling function you can ignore this tab. These contracted hours are used by the staff scheduling function and the transfer of any scheduled hours to the staff timesheet.

The information stored on the Work Period tab is:

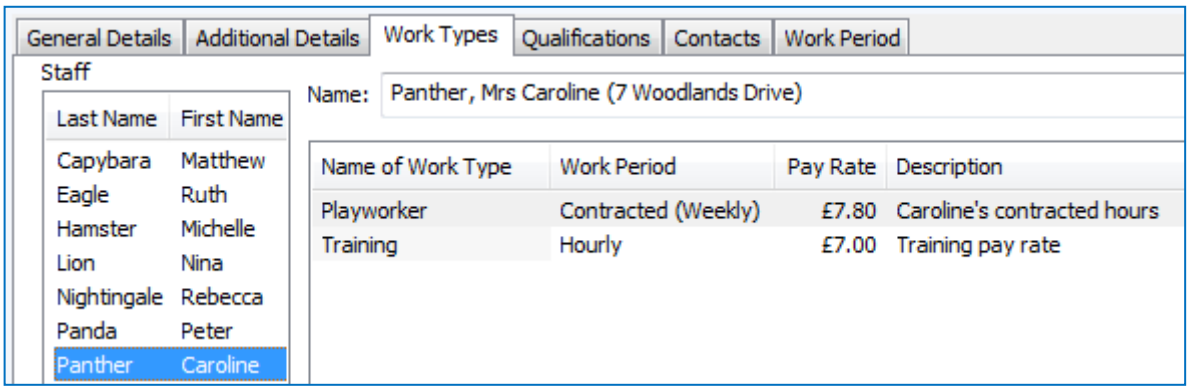
- A simple note of any Daily, Weekly or Monthly contracted period and contracted hours.
- Any notes about the staff member's availability to work.



If you choose the work period 'Contracted' when you add a work type the figures entered as contracted hours will be used for the work type.



You will see the contracted hours appear in the list of the staff member's work types as shown below.



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