

# InformationNOW – Staff

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## Overview

A staff member (collectively referred to as *Staff*) is a person who is employed by a school or district. This Quick Reference Guide describes the functionality of the **Staff** module of *InformationNOW*.

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## Setup

Before adding staff members, codes or lookups may be created. To create these codes, go to either **Staff | Setup** or **System Preferences | Setup**. For instructions on adding codes, please refer to the *InformationNOW – Lookups* Quick Reference Guide.

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Note: Check State Guidelines to determine if lookups are required for state reporting purposes.

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Codes used for staff include:

- Assignment
- Attendance Funding Method
- Citizenship/Nationality (Created under **System Preferences | Setup | Country**)
- Classification
- Country
- Country of Residency (Created under **System Preferences | Setup | Country**)
- County
- Custom Fields
- Degree
- Gender
- Generation
- Internet Messenger Provider
- Language
- Leave Type
- Marital Status
- Organization

- Program
- Race
- Relationship
- Religion
- Residency Status
- Resides In School Zone (Created under **School/District | School**)
- Staff Absence Reason
- State
- Title

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## Add New Staff

To add a new staff member, go to **Staff | Staff Maintenance** and click the **Add** button.

The screenshot shows a web form titled "Search Staff". It is divided into three main sections: "Criteria", "Filter", and a bottom action area. The "Criteria" section contains eight input fields: "First Name", "Last Name", "Staff Number", "State ID Number", "Social Security Number", "Phone", "Primary Classification" (a dropdown menu), and "Primary School" (a dropdown menu). The "Filter" section contains a "Staff Filter" dropdown menu. At the bottom right of the form, there are two buttons: "Add" and "Search". A red arrow points to the "Add" button.


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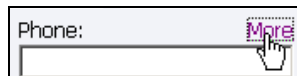
User may also enter search criteria to see if the person already exists as a staff member. If the person in question is not already entered as a staff member, click the blue **Add** icon to add the staff member.

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## Add: Main Tab

Enter the new staff information. Required fields and listed with an asterisk (\*).

- **Title:** The title selected here (examples: *Mr*, *Ms*, etc.) may be any of the values specified in the *Title* lookup.
- **First Name:** The first name of the staff member.
- **Middle Name:** The middle name of the staff member.
- **\*Last Name:** The last name of the staff member.
- **Generation:** The generation of the staff member.
- **Photograph:** To add a staff member's photograph to the record, click the **Change** link below the photograph space and browse to the folder in which the picture file is stored.
- **Preferred Name:** The first name is the default value. The user may change this if desired.
- **Date of Birth:** Enter the date of birth here. To search a calendar for the date of birth, click the  button to the right.
- **Age:** A read-only calculated field based on the Date of Birth entered by the user and the current system date.
- **Phone:** Enter the primary phone number for the staff member.
  - Click the **More** link to add additional phone numbers.



- Use the **Add/View/Delete** buttons to add, view, edit or delete phone numbers.
- **Social Security Number:** The Social Security Number of the staff member.
- **\*Gender:** The gender of the staff member.

- **Race:** Select the primary race of the staff member. Click the **More** link to add additional ethnicities. From the additional ethnicities screen, a percentage may be assigned to the multiple ethnic values.
- **Hispanic:** Check if this staff member is considered Hispanic, based on federal guidelines.
- **Primary Classification:** This field on the **Main** tab is a view-only field. To enter a staff member's primary classification, click the *Class* tab. User may add one or multiple classifications and schools to one staff person.
- **Primary School:** This field on the **Main** tab is a view-only field. To assign schools to a staff member, click the *Class* tab. User may add one or more classifications and schools.
- **Resides In School Zone:** Select the School Zone in which the staff member resides. Schools must be created under **School/District | School**.
- **Mailing Address:** The mailing address of the staff member.
- **Physical Address:** The physical address of the staff member.
- **Same as Mailing:** Check this box if the mailing and physical addresses are the same.

Click the **Create** button to add the staff member or click the **Cancel** button to cancel the operation and dismiss the popup window.

Once the record is created, the following tabs are enabled:

- **Summary**
- **Miscellaneous**
- **Custom**
- **Class (Classification)**
- **Contacts**
- **Addresses**
- **Access**

## Summary Tab

Click to access a view-only screen of basic staff member information.

**Edit Staff: ST1002 - Anderson, Pamela Dean**

Summary Main Misc Custom Class Contacts Addresses Access

**Personal**

File No.: **ST1002**  
 Name: **Anderson, Pamela Dean**  
 Gender: **Female**  
 Date Of Birth: **08/01/1980**  
 Social Security Number: **123-34-2233**  
 Degree: **Master**  
 Ethnicity: **American Indian**  
 Primary Phone Number: **(312) 456-7890**  
 Email: [panderson@hometown.com](mailto:panderson@hometown.com)  
 Primary Classification: **High School Teacher**  
 Primary School: **Hometown High School**

**Mailing Address**  
 PO Box 123  
 Hometown Illinois 61611 United States of America

**Physical Address**  
 248 Anderson Way  
 Hometown Illinois 61611 United States of America

OK Close

## Miscellaneous Tab

The following fields are available in the **Miscellaneous** tab. Refer to the appropriate State Guidelines to determine if fields are required for state reporting purposes.

- **Marital Status:** Select any value specified in the *Marital Status* lookup.
- **Religious Affiliation:** Select any value specified in the *Religious Affiliation* lookup.
- **Citizenship/Nationality:** This may be any value specified in the *Country* lookup. A staff member may be associated with multiple nationalities by clicking the **More** link.
- **Country of Residency:** This may be any value specified in the *Country* lookup.
- **Residency Status:** This may be any value specified in the *Residency Status* lookup.
- **Language:** This may be any value specified in the *Language* lookup. A staff member may be associated with multiple languages by clicking the **More** link.
- **Staff Number:** This number is used to uniquely identify a staff member within the district. The system will automatically assign a unique staff number when the staff member's record is created.
- **State ID Number:** This number is assigned to each staff member by the State Department of Education.
- **Alternate Staff Number:** This is an alternate number that may be assigned to staff members based on school or district specifications.
- **Email:** A staff member may be associated with multiple e-mail addresses by clicking the **More** link.
- **Messenger Provider and Internet Messenger:** Select any value specified in the *Internet Messenger Type* lookup. To associate a staff member with multiple IM's, click the **More** link.
- **Degree:** This may be any value specified in the *Degree* lookup.
- **Date Hired:** The date on which the staff member was hired by the district.

- **Years Employed:** This is a read-only field displaying the number of years for which the staff member has been employed by the district. This is computed using the *Date Hired* and current system date.
- **Years Experience:** The total number of years of work experience of the staff member.
- **Tenured:** Check this box if the staff member is tenured.
- **Itinerant:** Check this box if the staff member travels from school to school to perform his/her job function. Common functions of itinerant staff are to assist students who have special needs or to provide assistance to other staff members.
- **Home School:** Check this box if the staff member provides instruction to a student in the student's home.

## Custom Tab

The *Custom* tab is used to track unique data elements which are not already tracked in *InformationNOW*. Check State Guidelines to determine if fields are required for state reporting purposes. To create a custom field, do one of the following:

- Go to **System Preferences | Setup | Custom Fields**. Select **Staff** and click **Refresh**; or
- Go to **Staff | Setup**. Select **Custom Fields** and click **Refresh**.

Existing fields will display. To insert additional fields, click **Add**. Required fields are indicated with an asterisk (\*).

- **State Code:** Refer to State Guidelines to determine if the field is required for state reporting purposes. In general, state reporting required fields will come pre-installed with the software.
- **Field Name:** Enter a brief name for the field (Ex.: *Car Make*).
- **Description:** Enter a brief description for the field.
- **Data Type:** Select the data type of *Date*, *Decimal*, *List*, *Number*, *Text*, *Yes/No*.
- **Max Length:** Enter the maximum length of the field.
- **Valid Values:** Only available for a data type of *List*. Click **More** and insert the values to appear in the drop-list for this field (Ex.: *Ford*, *Buick*)
- **Regular Expression:** Only available for a data type of *Decimal*, *Number* or *Text*. Specify the type of data allowed in the field: *Alpha Numeric*, *Alpha Only*, *Email Address*, *Float Numeric*,

*Numeric, Phone, Valid Characters*). When a Regular Expression is selected, a sample of the allowable data is displayed immediately below.

- **Default Value:** Enter a value that should be assigned to this field if no value is selected.
- **Validation Message:** Enter a message to display if a data entry error has occurred. For example, if the custom field is *Alpha Only*, type a message such as *Only alphabetical characters are allowed*. If a user tries to type a number in this field on the staff record, an error message will display indicating *Only alphabetical characters are allowed*.
- **Retain Data During Rollover:** Check this box if the data that has been entered into this field for a staff member is to be retained from academic session to academic session during Rollover. If this box is not checked, data entered for staff for this year will be cleared during Rollover.

Click **OK** to save the custom field.

From the *Custom Field* setup screen, users may place a check next to an existing custom field to **View** or **Delete**. Users may also use the **Up** and **Down** icons to modify the order in which custom fields display on the staff *Custom* tab.

## Class Tab

Specify one or more staff member classifications for one or more schools. One of the classification/school records should be designated as the staff member's *Primary* classification/school. A classification record may also contain the *Staff Assignment* and *Program*, which are required for some state reporting.

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Note: Refer to State Guidelines to determine if *Staff Assignment* and *Program* are required.

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Classification	School	Primary
<input type="checkbox"/> High School Teacher	Hometown High School	<input checked="" type="radio"/>
<input type="checkbox"/> Special Ed Teacher	Hometown Elementary	<input type="radio"/>

## Contacts Tab

Contacts may be associated with the staff member. Create new contacts or select from the census and designate them as contacts of the staff member. When adding contacts from the census, user will be prompted to enter the following additional information about the contact (these fields will appear at the bottom of the contact's person record popup):

- **Relationship:** The relationship between the contact and the staff member may be any of the values specified in the *Relationship* lookup.
- **Description:** Enter a brief description of the contact.

## Addresses Tab

Associate addresses with the staff member. Create new addresses or select from the existing set. The only difference in these methods is that the user is prompted to enter the following additional information when associating an existing address with a staff member:

- **Unlisted:** Checking this box will ensure that this address is not listed.
- **Head of Household:** Check this box if the staff member is the head of the household of the address that you are associating.
- **Address Type:** This is a required field. Select *Mailing, Physical, Other, Mailing and Physical*.
- **Description:** Enter a description of the address.

## Access Tab

The following fields are on the *Access* tab:

### Internet Information

Internet	
Internet Password:	Phone Based Pin Number:
<input type="text"/>	<input type="text"/>

- **Internet Password:** This is the password used by the staff member to log in to all STI Internet-based applications.
- **Phone Based Pin Number:** This is the PIN used by the staff member for all STI telephony-based applications.

### Login Settings

Login Settings	
<input type="radio"/> This user logs in at the district	<input checked="" type="radio"/> This user logs in at a school

Bullet the appropriate box to indicate whether the user logs in at the district or school level. School level is bulleted by default for each new staff record.

## User Account

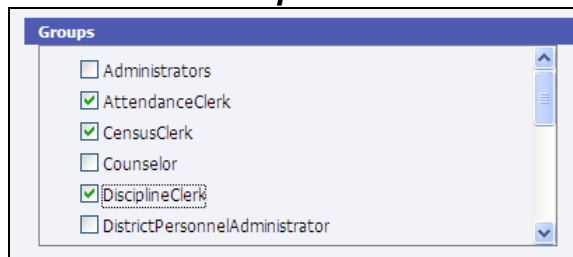
User Account	
*Authentication Type:	
<input checked="" type="radio"/> System Authentication	
*User Name:	<input type="checkbox"/> Account is disabled
<input type="text" value="lbenton"/>	<a href="#">Reset Password</a>
<input type="checkbox"/> Password never expires	<input checked="" type="checkbox"/> User must change password at next login
<input type="radio"/> Microsoft Active Directory	
*User Name:	<input type="text"/>
	Ex: username@stk12.com

This section is used to set up the user for access to the program.

- **System Authentication:** If this method of user access is in use, check this box and enter the user information in the fields provided.
  - **User Name:** Enter a unique user name of up to 42 characters for the staff member to enter to access *InformationNOW*.

- **Account is Disabled:** Check this box to disable the user’s account without deleting it. The user will be unable to access the program. To restore the account, simply uncheck the box.
- **Reset Password:** Strong passwords should be created. For this reason, the password must meet the following criteria:
  - Must be a minimum of eight characters in length.
  - Must contain at least one number and at least one letter.
  - May not be: *password; pass, word, administrator* or *admin*.
  - May not be the same as the user’s name.
- **Password never expires:** Check this box to allow the user to keep the same password indefinitely.
- **User must change password at next login:** Check this box to force the user to change their password the next time they log in.
- **Microsoft Active Directory:** Check this box if user access is coordinated by Microsoft Active Directory. If this is the case, the only information needed is the *User Name*; the user will then log in using the password set up in the Active Directory.

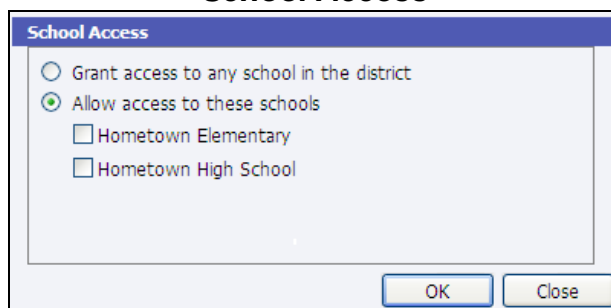
### **Groups**



*User Groups* are created to grant permissions within *InformationNOW* to a group of users. The access rights of User Groups are set up in the *System Preferences* module. For details concerning permissions, please refer to the *InformationNOW – System Preferences* Quick Reference Guide, which is available from the STI Support Web site at <http://support.sti-k12.com>.

Check the box next to the user group(s) to which this staff member belongs.

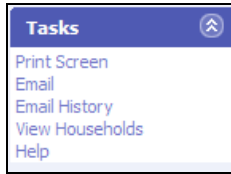
### **School Access**



If the staff member is to have access to data from all schools in the district (typically this would be the case for district-level users only), bullet the *Grant access to any school in the district* box.

If not, bullet the *Allow access to these schools* option and check the school(s) to which the user will have access.

## Tasks



- **Print Screen**: Select to send a copy of the current screen to the printer.
- **Email**: Click to generate a new e-mail to this staff member. For more details, refer to the *InformationNOW – Email Quick Reference Guide* which is available from the **Documentation** link of the STI Support site at <http://support.sti-k12.com>.
- **Email History**: Click to view details of previous e-mails sent to this staff member.
- **View Households**: Click the view the household(s) to which this person is associated.
- **Help**: Select to access online help.

## Manage



- **Attendance**: Click to view/edit the attendance for this staff member.
- **Leave Days**: Click to view/edit the leave days that have been accrued by this staff member.
- **Organizations**: Organizations such as PTA Member, Volunteer, or Board Member may be created under **System Preferences | Setup | Organizations**. Once organizations have been created, click the **Organization** link to assign them to the contact. Organizations may be assigned to students, contacts, staff or people in the census.
- **Staff Mailing Labels**: Select to print mailing labels for staff members.
- **State Reports History**: Select to view the state-reported history for this staff member.

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## Search for Staff

To search for staff, click the **Staff | Staff Maintenance** menu item.

Enter text in search criteria fields.

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Note: All criterion entered will be combined to obtain records that meet all criteria entered. Additionally, all searches are *Starts With...* searches. For example, if *12* is entered for *Staff Number* and *Smith* for *Staff Name*, the only staff displayed in the *Search Results* screen will be those members with a name of *Smith* whose Staff Numbers start with *12*.

Search is NOT case-sensitive. Names and other criteria may be entered in upper case, lower case, or any combination thereof.

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The search criteria are as follows:

- **Name**: The name of the staff member.
- **Staff Number**: The number used to uniquely identify the staff member in the district.
- **State ID Number**: The number assigned to each staff member by the State Department of Education.
- **Social Security Number**: The Social Security Number of the staff member.
- **Phone**: The staff member's phone number.
- **Primary Classification**: The primary job function of the staff member.
- **Primary School**: The main school at which the staff member works.
- **Staff Filter**: To search using a staff filter which has already been created, select the filter from the drop-down list and click the **Rebuild** button (this button is enabled after a filter is selected).

After entering the search criteria, click the **Search** button. The search operation will return the results of the search in a grid.

The grid displays the following staff data in columnar form:

- **File No.**: This is a system-assigned number for a staff member. No two staff members will have the same file number.
- **Name**: The staff member's name is listed in <Last Name>, <First Name> format.
- **G**: This column displays the gender of the staff member.
- **Phone**: The primary phone number of the staff member.
- **Primary Classification**: The primary job function of the staff member.
- **Primary School**: The main school at which the staff member works.
- **Photo**: If a photograph has been associated with the staff member, an active link will appear in the *Photo* column. Click the link to view the photo in a separate popup window.

Perform any of the following actions on the search results screen:

- If the search results are unsatisfactory, click on the **Search Criteria** link at the top of the screen to go back to the *Search* screen and reenter the search criteria.
- To add a new staff member, click the **Add** button.
- To view a staff member, click the staff member file number, which is the link under the *File No.* column.
- To view multiple staff members, place a check next to each person and click **View**.
- To delete a staff member, place a check next to that person and click the **Delete** button. A warning will display asking to confirm the deletion of the selected staff member.
- To delete multiple staff members, place a check next to each person and click the **Delete** button. A warning will display asking to confirm the deletion of the selected staff members.

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## Staff Filters

A *filter* may be described as a set of criteria that is used to limit the results of a report or search. Filters may be used as criteria to search staff records or when generating reports. For more details regarding filter creation, please refer to the *InformationNOW – Filters Quick Reference Guide*, available from the STI Support Web site at <http://support.sti-k12.com>.

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## Staff Attendance

An option is available to track staff attendance.

### Setup

There are three lookup banks for tracking staff attendance. To set up the codes, go to **Staff | Setup** or **System Preferences | Setup**.

- **Attendance Funding Method:** Used to clarify the attendance by the fund that will be paying for it. Ex. *District Funded, School Funded, Grant*. Optional. Refer to State Guidelines to determine if this is required for state reporting.

The screenshot shows a web form titled "Add Attendance Funding Method". It contains several input fields: "\*Name:" with the value "District Funded"; "Description:" (empty); "\*Code:" with the value "DF"; "State Code:" (empty); "SIF Code:" (empty); "NCES Number:" (empty); and a checked "Active" checkbox. At the bottom right are "Create" and "Cancel" buttons.

- **Staff Absence Reason:** Used to specify the reasons a staff member is not in school. Ex. *Vacation, Sick, Family Emergency, Jury Duty, Other*. Required.

The screenshot shows a web form titled "Add Staff Absence Reason". It contains several input fields: "\*Name:" with the value "Family Emergency"; "Description:" (empty); "\*Code:" with the value "FE"; "State Code:" (empty); "SIF Code:" (empty); "NCES Number:" (empty); and a checked "Active" checkbox. At the bottom right are "Create" and "Cancel" buttons.

- **Leave Type:** Used to specify the kinds of leave that a staff member can take. Ex. *Personal, Sick, Vacation*. Required.

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Note: As the staff *Leave Type* code is created, it will automatically be added to the *Leave Days* on the staff record with the assigned *Number of Days to Add for Next Year*. Users may then edit the individual staff records using the **Leave Days** link to modify individual staff member's totals. See "Leave Days" below for more information.

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**Add Leave Type**

\*Name: Vacation

Description:

\*Code: V State Code:

SIF Code: NCES Number:

Active

**When resetting staff leave days...**

**Existing Leave Days**

Clear All

Retain All

Retain up to: 9.00

**Add New Leave Days**

Number of Days to Add for Next Year: 10.0

Create Cancel

*Staff Absence Reasons* is a standard lookup bank with the following exceptions:

- **Existing Leave Days**
  - **Clear All:** If selected, when staff leave days are reset at the end of the academic year, any remaining unused days will be removed from the staff record.
  - **Retain All:** If selected, when staff leave days are reset at the end of the academic year, any remaining unused days will be retained.
  - **Retain up to:** If selected, when staff leave days are reset at the end of the academic year, any remaining unused days will be retained up to the number specified here.
- **Add New Leave Days**
  - **Number of Days to Add for Next Year:** Enter the maximum number of days that may be added for this *Leave Type* when staff leave days are reset at the end of the academic year.

## Leave Days

Leave days may be entered on the staff record to indicate the number of various leave types the teacher has earned.

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Note: Users must be granted permission to this option under **System Preferences | Permission Maintenance**. Select the group of users and, under the **Staff** section of the *Tasks* tab, check to allow users to **Maintain Staff Leave** or **View Staff Leave** as appropriate.

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- Go to **Staff | Staff Maintenance**.
- Search for and select to **View** a staff member.
- Click **Leave Days** under the *Manage* menu on the left.

- The number of leave days will display for the staff member, along with the days carried over *From Previous Year* (academic year), number of days *Added This Year* (academic year), *Days Absent This Year* and *Total Remaining*. Click the **Academic Year** drop-list to select a different year. The *Total* remaining of all leave types will display in the lower left hand corner. Click the name of the *Leave Type* that appears as a blue link to modify the *Days Retained* or *Days Added*.

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Note: As a staff member is marked absent, the *Days Absent This Year* and *Total Remaining* columns will automatically be updated.

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**Staff Leave for: ST1002 - Anderson, Pamela Dean**

Academic Year: 2011

<input type="checkbox"/>	Leave Type	From Previous Year	Added This Year	Days Absent This Year	Total Remaining
<input type="checkbox"/>	<a href="#">Sick</a>	0.00	5.00	0.00	5.00
<input type="checkbox"/>	<a href="#">Vacation</a>	0.00	10.00	2.00	8.00
<input type="checkbox"/>	<a href="#">Personal</a>	0.00	5.00	1.00	4.00

Total: 17.00

View Delete

Close

## Marking Staff Absent

To enter staff absences, perform the following steps:

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Note: Users must be granted permission to this option under **System Preferences | Permission Maintenance**. Select the group of users and, under the **Staff** section of the *Tasks* tab, check to allow users to **Maintain Staff Attendance** or **View Staff Attendance** as appropriate.

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- Go to **Staff | Staff Maintenance**.
- Search for and select to **View** the staff member.
- Click **Attendance** under the *Manage* menu on the left.

**Staff Attendance: ST1002 - Anderson, Pamela Dean**

Leave Type	From Previous Year	Added This Year	Days Absent This Year	Total Remaining
Sick	0.00	5.00	0.00	5.00
Vacation	0.00	10.00	2.00	8.00
Personal	0.00	5.00	1.00	4.00

Leave Type: All Academic Year: 2011 Start Date: 06/01/2010 End Date: 05/31/2011 Refresh

<input type="checkbox"/>	Date	Leave Type	Reason	Fraction of Day	Substitute	Funding Code
<input type="checkbox"/>	<a href="#">09/03/2010</a>	Personal	Family Emer...	1.00	No Substitute	
<input type="checkbox"/>	<a href="#">11/02/2010</a>	Vacation	Family Emer...	1.00	No Substitute	
<input type="checkbox"/>	<a href="#">11/01/2010</a>	Vacation	Family Emer...	1.00	No Substitute	

Add View Delete

Close

- A grid will display at the top of the screen listing the days carried over *From Previous Year*, the number of days *Added This Year*, the number of *Days Absent This Year* and the *Total Remaining* for each leave type.
- A list of all absences for the current academic session will display below. Click the date that appears as a blue link to view the record or place a check next to the record and click **View**. Delete the record by placing a check next to the record and clicking **Delete**.
- To insert a new absence record, click **Add**. Required fields are indicated with an asterisk (\*).

**Add Staff Attendance:**

\*Leave Type: Personal

\*Absence Reason: Family Emergency      \*Start Date: 09/06/2010

\*Fraction of Day: 0.50      Funding Code: District Funded

Substitute: Anderson, Richard Dean      Clear      Find

Notes:

Create      Cancel

- **\*Leave Type:** Select the leave type for this absence.
  - **\*Absence Reason:** Select the reason for the absence.
  - **\*Start Date:** Enter the date of the absence.
  - **\*Fraction of Day:** Enter the portion that the staff member missed. Number entered must be 0.01 to 1.00.
  - **Funding Code:** Select the funding method for this absence.
  - **Substitute:** Click **Find** to search for and select the substitute. If the wrong substitute was selected, click **Clear**.
  - **Notes:** Enter any appropriate notes for this absence.
- Click **Create**.

## Reset Staff Leave Days

An option is available under **Management Console | Console** to **Reset Staff Leave days**. This process is typically done at the end of the academic session or prior to the start date for the new academic session.

**Reset Staff Leave Days**

From Academic Year: 2011

To Academic Year: 2012

OK      Close

- Confirm the *From Academic Year* and the *To Academic Year* values and click **OK**.
- A confirmation screen will display to confirm and warning that the values for any existing staff leave records for the *To Academic Year* will be overwritten. If the user cancels, the user is returned to the management console. If the user confirms, then the application will find all staff leave records in the *From Academic Year* and the related leave type settings. For all records, the application will determine the number of days to retain from the source academic year for the destination academic year, as well as the number of days to add for the destination academic year. Determining the number of days to retain differs per leave type setting, following the options which were set up on the *Leave Types* under **System Preferences | Setup** or **Staff | Setup**:
  - **Clear All**: For leave types that were set to *Clear All*, no days will be retained from the previous academic year to the new academic year.
  - **Retain All**: For leave types that were set to *Retain All*, all unused days will be retained from the previous academic year to the new academic year.
  - **Retain Up To**: For leave types that were set to *Retain Up To*, all unused days will be retained from the previous academic year to the new academic year up to the maximum entered for the leave type.
  - The number of days to add is determined solely by the *Number of Days to Add for Next Year* field on the related leave type record.

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## Reports

An asterisk (\*) indicates a required field.

### Staff Attendance

- **Staff Filter**: Select the filter of staff to include on the report. If no filter is selected, all staff will print.
- **\*Group By**: Select the group the report by *Staff Display Name*, *Date* or *Leave Type*.
- **\*Staff ID To Print**: Select to print *Staff Number*, *Alt Staff Number*, *SSN*, *State ID Number* or *None*.
- **\*Start/End Date**: Enter the range of dates of the absences to include on the report.
- **\*Leave Type**: Select the leave type(s) to include.
- **\*Absence Reason**: Select the absence reason(s) to include.
- **Staff With No Absences**: If selected, staff members with no absence records will be included.
- **Notes**: Check to include absence notes.
- **Page Break On Group**: If selected, a page break will be inserted before each group as selected in the *Group By* drop-list.
- **Summary**: Includes a group summary.

### Staff Listing

- **Filter**: To print the staff listing report for a filter of staff, select the filter from the available drop-down list.
- **\*Classifications**: To filter the report by classification, select it from the available list. Use the *Shift+click* or *Ctrl+click* key combinations to select multiple classifications if desired.

- **Include Staff Photograph:** Check to include staff photos if desired.
- **\*Group By:** Select to group by *No Grouping*, *Classification* or *School*.
- **School:** If desired, select to filter the report to a specific school.
- **Format:** Select the format (*PDF*, *CSV*, *Excel*, *HTML*, *TIFF*, *XML*).

## Staff Mailing Labels

Mailing labels print in the 3 across/10 down format.

- **Filter:** To print the staff listing report for a filter of staff, select the filter from the available drop down list.
- **\*Name Format:** Select to format the name by *Last/First Middle* or *First/Middle/Last*.
- **\*Staff ID To Print:** Select to print an ID of *Staff Number*, *Alternate Staff Number*, *State ID Number*, *SSN* or *None*.
- **\*Order By:** Select to order the report by *Name*, *Classification* or *Homeroom*.
- **\*Label Format:** Select the format of *Name and Number* or *Mailing*.
- **\*Number To Skip:** Enter the number of labels to skip on the page. For example, the mailing labels print down the first column, then down the second column and so forth. If the first four mailing labels down a column have been used, enter a 5 here to start printing at the fifth label.
- **\*Number of Copies:** Enter the number of mailing labels to print per teacher.
- **\*School:** To filter the report by school, select the school from the available list or print for **--- All ---**. Use the *Shift+click* or *Ctrl+click* key combinations to select multiple schools if desired.
- **Primary School Only:** Select to print the teacher only if their primary school is selected from the available list. If the teacher has multiple schools assigned to them, they will only be included in the mailing labels if their primary school is selected from the list.
- **\*Classifications:** To filter the report by classification, select it from the available list. Use the *Shift+click* or *Ctrl+click* key combinations to select multiple classifications if desired.
- **Primary Classification Only:** Select to print only those teachers whose Primary Classifications are selected from the available list. If the teacher has multiple classifications assigned, he/she will only be included in the mailing labels if the Primary Classification is selected from the list.
- **Format:** Select the format (*PDF*, *CSV*, *Excel*, *HTML*, *TIFF*, *XML*).