

The Staff Record

Last Modified on 07/01/2020 6:11 pm EDT

The Staff record provides a centralized location to keep all information related to staff members. Each record has its own tabs, buttons, and links.

The screenshot displays the 'Staff: Rebecca Doubtfire' record page. At the top, there are three buttons: 'RETURN', 'SAVE CHANGES', and 'DELETE'. Below these are several tabs: 'Clock-In', 'Clock-Out', 'Class Schedule (PDF)', 'Add Time Entry', 'Class Calendar', 'Weekly Schedule', and 'Email'. A callout box labeled 'Buttons' points to the top buttons, and another callout box labeled 'Tabs' points to the tab bar. The main content area is divided into a 'Summary' tab and several other tabs: 'Classes', 'Attendance', 'Compensation', 'Feedback', 'Skills', 'Certifications', 'Availability', 'Misc', 'Picture', 'Notes (0)', and 'Resources (0)'. The 'Summary' tab is active, showing a form with the following fields: Location (Main), First Name (Rebecca), Middle Initial, Last Name (Doubtfire), Status (Active), Salaried (Yes), Instructor (Yes), Type (Full-Time), Public Nickname (Rebecca Doubtfire), Position (Principal), Pos2, Pos3, Home Phone, Work Phone, Mobile Phone, Birth Date, Address 1, Address 2, City, Prov, Post Code, Email (rdoubtfire@preschool.org), and Emergency Contact. Below the form is a 'Settings' section with a PIN (1031) and an 'Edit' button, and a 'Login message expiration' field (mm/dd/yyyy) and a 'Login message' text area.

Tabs

Summary Tab

This tab houses contact and general employment information for the staff member. The majority of the fields are self explanatory, however, there are some fields (*Instructor*, *Type*, *Public Nickname*, and *Position*) that impact how other areas of Jackrabbit function.

Instructor

If a staff member is not an instructor assigned to classes (front desk or administration for example) set the *Instructor* field to No.

This will:

- Omit the staff member's name from all Instructor drop-down lists (filters) throughout Jackrabbit
- Omit the staff member from the Daily View calendar
- Omit the staff member from the Instructor Schedule report and the Instructor Scheduled Time report (*Reports* menu > *Staff* section)
- Allow you to email instructors and non-instructors separately

If the staff member is an instructor, they can be assigned a **Public Nickname** which will display online instead of their first and last name.

Type

The Type field allows you to search and report on your staff members by their type of employment: Full-Time, Part-Time, Substitute, Independent Contractor, or Volunteer. The Type is displayed on the List Active and List All Staff reports (*Staff* menu) and is a criteria (filter) available in Search Staff *Staff* menu).

Position (optional)

The Position field allows you to search and report on your staff members based on the type of work they do for you, for example, Coach, Office Staff, or Supervisor. Position drop-down list items are added using the **Drop-down List Editor** (*Tools* menu). The Position is displayed on the List Active and List All Staff reports (*Staff* menu) and is a criteria available in Search Staff *Staff* menu).

Public Nickname

Only available for staff members set as *Instructor* = Yes, the Public Nickname field gives you complete control over what information is shown about your instructors online when you are using **Online Integration** in Jackrabbit.

The Public Nickname field is what will display to identify your instructors:

- In the class search page of your Online Web Registration form (unless you are **hiding the Instructor column**)
- In the Parent Portal (when *Show Instructor Nickname* = Yes in your **Portal settings**)
- In your Class Listings Tables (when the Instructor **column is added**)

When you add a new staff member and create their *Staff* record, the Public Nickname field is automatically populated with the instructor's first and last name. The default can be left as is to display the instructor's full name, or it can be changed to whatever you prefer (100 character limit), for example Coach John instead of John Linton. If you set the new staff member to *Instructor* = No, the Public Nickname field is hidden.



To keep from showing any information for a particular instructor, delete everything from their Public Nickname field and save the changes.

Classes Tab

The Classes tab provides a listing of the staff member's active and future classes. Use the **View Class History** button to view the staff member's previous classes.

Jackrabbit **Staff: John Linton**

[← Return](#)
[✓ Save Changes](#)
[✗ Delete](#)
[? Help](#) [📢 Send Idea](#)

[Instructor Schedule \(PDF\)](#)
[Add Time Entry](#)
[Instructor Calendar](#)
[Weekly Schedule](#)
[Email](#)
[Text](#)

[Summary](#)
[Classes](#)
[Compensation](#)
[Time Card](#)
[Portal Settings](#)
[Feedback](#)
[Skills](#)
[Certifications](#)
[Availability](#)
[Misc](#)
[Picture](#)

[View Class History](#)

View 1 - 4 of 4 [Print](#)

Active and Future Classes

Loc	Class	Status	Session	Curr Enroll	Wait List	Room	Start Date	End Date	Days	Times
EDU	Dolphin - Mon - 7pm	Active	Fall 2018	1	0	Pool 1	9/1/2018	11/30/2018	M	7:00pm - 7:45pm
EDU	Starfish - Fri - 4pm	Active	Fall 2018	1	0	Pool 1	9/1/2018	11/30/2018	F	4:00pm - 4:30pm
EDU	Swim Kids L9 - Fri - 7pm	Active	Fall 2018	2	0	Pool 2	9/1/2018	11/30/2018	F	7:00pm - 7:45pm
EDU	Swim Kids L9 - Mon - 8pm	Active	Fall 2018	2	0	Pool 2	9/1/2018	11/30/2018	M	8:00pm - 8:45pm

Attendance Tab

A staff member's time clocked in and out of your facility is displayed here. See [Staff Clock In / Out](#) for more information on recording staff attendance.



Use the *Select a time period* drop-down on the Attendance tab to quickly filter attendance for records you would like to see related to the staff member.

Compensation Tab

A User's access to this tab can be restricted with the *Compensation tab* User ID permission in the *Staff* section (*Tools > Manage Users & Permissions*).

It offers an area to enter multiple pay rates. Use the **Add Pay Rate** button to add each pay rate. Refer to the [Staff Compensation / Pay Rates](#) topic for full details.

Feedback Tab

Notes regarding your staff performance, such as feedback from their students, can be entered on this tab. Be sure to **Save Changes** after adding feedback. Use the **More** link to display the entire Staff Feedback field.

A User's access to this tab can be restricted with the *'Feedback tab'* User ID permission in the Staff section. See [Set / Edit Jackrabbit User ID Permissions](#)

Skills Tab

The Skills tab can be used to indicate which skill / instrument an instructor can teach. Use the **Add**

Skill button to add a Skill. See the [Staff / Instructor Skills](#) article for full details.

Certifications Tab

Add up to five different certifications achieved along with dates earned. See [Staff Certifications](#) for details.

Availability Tab

Add a staff member's standard hours and exceptions here. See the [Staff Availability](#) topic for more information.

Misc Tab

Add miscellaneous information related to the staff member here.

Picture Tab

Staff pictures can be added to this tab. use the Pencil icon to browse for the image you want to upload. The image will be automatically resized and centered.

Buttons

Clock In / Clock Out Buttons

These buttons are used to manually clock a staff member in or out. See the [Staff Clock In / Out](#) section for a full explanation.

Class Schedule Button

The Class Schedule button will open a page where you can use search criteria and display settings to create a schedule for the instructor. The schedule is offered in several formats including export to Excel and PDF.

Add Time Entry Button

Used to add a manual clock in / out for a date other than the current date. See the [Staff Clock In / Out](#) section for more details.

Class Calendar Button

Use the Class Calendar button to display the Instructor's *Monthly Calendar*. The calendar provides links to the Class records.

Weekly Schedule Button

The Weekly Schedule button will open the Instructor's *Weekly Calendar*. The calendar provides links to the Class records.

Email Button

The Email button will open the Email editor where you can create and send an email to the staff member.

Text Button

If you have **texting** enabled, the Text button will open the editor where you can compose and send a text message to the staff member.
