

## Add a Staff Member

Staff are the people employed by your school or daycare. While a school's staff generally includes teachers, make it a habit to enter all school employees (except teachers) in the Staff List. Enter Teachers into the Teacher List and a staff record will be created automatically for you.

For example, enter administrative, janitorial, cafeteria, or other miscellaneous employees in the Staff List. When you enter an individual in the Staff List, it doesn't create a teacher record. However, when you enter an individual in the Teacher List, it automatically creates a staff record.

1. On the Home screen, click **Staff**.
2. Click **New**.
3. Click each tab to enter information into the appropriate fields.
4. To save the record, click **OK**.