

Staff Management in Bromcom

Welcome to the Webinar. The session will begin shortly.

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

You will join the session muted but there is a chat facility available where you can type questions.

This session will be recorded and shared with colleagues after the session. By attending you agree and accept you may be captured in the recording.

Introductions

Alison York
Digital Services



Welcome

Feel free to ask questions throughout either in the chat or put your hand up.

We will share these slides and the recording after the session.

There will be time to ask questions at the end of the session.



Objectives of Session

- Attendees will learn about the host of features within the Staff module and how best they can take advantage of these.
- These sessions aim to teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Agenda



ADDING/MAINTAINING
STAFF DETAILS



STAFF LIST PAGE
ACTIONS



STAFF ADMINISTRATION
REPORTS



SINGLE CENTRAL
RECORD

Staff Record

Add a new Staff Record

- Set up account details
- Changing passwords

Staff Records

- Profile
- Timetable
- Absences
- Contracts, Roles & Pay
- Qualifications
- Background Checks

LET'S LOOK AT
THE TRAINING
DATA

Configure Illness Category

- **Config>Administration>Administration Defaults.**

Administration Defaults ?

Lawful basis for data processing: Consent

FSM Review cycle: 12 months

Max length for Staff Code: 3

Locality: GRIMSBY

Town: GRIMSBY

Administrative Area: N E Lincs

Default Regional Pay Spine applied to Staff Pay: Rest of England & Wales

Allow multiple regions in Scale Point Groups

Language List Type: Short List Long List

Contact selection auto complete detail: Oldest enrolled child name

Make Student Email Address field available

Teacher Access to IT Default

Only create On Report Cards for future dates

Include AM periods in Student Timetable

Include PM periods in Student Timetable

Include AM periods in Staff Timetable

Include PM periods in Staff Timetable

Show Staff Name as Code in Student Timetable

Show Private Notes as Warning Popup

Automatically record attendance code B after 5 days for student exclusions

Hours Lost for Staff Absences Required

Illness Category for Staff Absences Required

Show Illness Category for Absences when:

Absence Code is Personal Absence Category is Sickness (SIC)

Show all Staff Contracts by default

Show emergency contacts based on contact priority

Display End of Year Checklist

Show Access Arrangements based on Application Date

Stop users making staff leaver if there are active timetables after leaving date

Base Attendance Figures in Student Overview tab: AM/PM Class

If Absence Code is Personal is Selected then ANY Absence Code with the Type Personal will require an Illness Category to be completed when recording Staff Absence

If Absence Category is Sickness (SIC) is selected then only Absence Codes under the Category SIC will require an Illness Category when recording Staff Absence

Staff Absence Codes

- **Config > Administration > Staff Absence Codes**

Staff Absence Codes ?

Grid actions Copy Excel CSV PDF Print

Description	Category	Local Code	Sort Order	Active
SICK	SIC	SIC	3	Yes
Medical Appointment	SIC	MED	4	Yes
Invigilator	OTH	Inv	5	Yes
Bromcom Training	TRN	BCM	6	Yes
Self Isolating	SIC	SI	7	Yes
Annual Leave	OTH	AL	8	Yes
Maternity/Paternity leave	MAT	MAT	9	Yes
Paid absence for public duties	PUB	PUB	11	Yes
Sickness	SIC	SIC	13	Yes
Training	TRN	TRN	14	Yes
Unauthorised absence	UNA	UNA	15	Yes

Edit Staff Absence Code

Code Type* Personal School

Description*

Display as

Category*

Local Code*

Active

Notify to Payroll

Sort Order

Staff Contracts

- **Config>Administration>Administration Defaults.**

Administration Defaults ?

Lawful basis for data processing

FSM Review cycle

Max length for Staff Code

Locality

Town

Administrative Area

Default Regional Pay Spine applied to Staff Pay

Allow multiple regions in Scale Point Groups

Language List Type Short List Long List

Contact selection auto complete detail

Make Student Email Address field available

Teacher Access to IT Default

Only create On Report Cards for future dates

Include AM periods in Student Timetable

Include PM periods in Student Timetable

Include AM periods in Staff Timetable

Include PM periods in Staff Timetable

Show Staff Name as Code in Student Timetable

Show Private Notes as Warning Popup

Automatically record attendance code B after 5 days for student exclusions

Hours Lost for Staff Absences Required

Illness Category for Staff Absences Required

Show Illness Category for Absences when:

Absence Category is Reported Absence Category is Classroom (C/A)

Show all Staff Contracts by default

Show emergency contacts based on contact priority

Display End of Year Checklist

Show Access Arrangements based on Application Date

Stop users making staff leaver if there are active timetables after leaving date

Base Attendance Figures in Student Overview AM/PM Class tab

Show all contracts by default

Changes to Contracts

Add new contract

- Change to contract e.g. moving to a new position therefore a new Role

Amend Existing contract (Pay)

- Change of hours
- Change to Grade/Scale Point
- Teacher moving from TMS to UPS

Staff Record - Qualifications

Add / Edit Qualification ✕

Qualification* Class*

<NOT SELECTED> <NOT SELECTED>

Subject Area*

<NOT SELECTED>

Main Subject*

First select Subject Area

Subject Area 2nd Joint Subject

<NOT SELECTED> First select Subject Area

Verified

Close Save

- **Qualification** – This is the level of which the **Subject** has been studied to.
- **Class** – This is the type of **Qualification** that has been studied for the **Subject Area**.
- **Subject Area** – This is the **Subject Area** of the **Qualification** that has been studied

Staff Record > Background Checks

Right to Work

Background
Check

DBS Evidence

Qualification
Checks – inc.
Teacher Number

Qualified
Teacher Status


Address Check

Photo ID Check

Staff Record - Staff Leavers

- **Actions > Leavers**
- If a member of **Staff** is assigned to a **Teaching Class** or **Tutor Group** you will need to **amend the end date** of their association with the **Class/Group** in the **Associated Timetable Panel** in the relevant **Class/Group**. **Do not delete** the Staff from the **Teaching Class**.

Process Leaver: Arnold, Abigail

Leaving Date 

Reason

Next Employer

Record as vacancy for returns

Vacancy has been advertised

- **Leaving Date** – By default the date displayed will be the current day, enter the Leaving Date if different
- **Reason** – Select the Reason from the dropdown list
- **Next Employer** – Enter the Next Employer, if known
- **Record as vacancy for returns** – Tick this box if you wish to Record as a vacancy for the Returns
- **Vacancy has been advertised** – Tick this box if the vacancy has been advertised

Amend **Contract** information, click on the **Save and Open Contracts** button.

Staff Record - Staff Leavers

- **Config>Administration>Administration Defaults.**

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Absence Code is Personal Absence Category is Sickness (SIC)

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Display End of Year Checklist

Show Access Arrangements based on Application Date

Stop users making staff leaver if there are active timetables after leaving date

If the 'Stop users making staff leaver if there are active timetables after leaving date' option has been selected a **Warning** message will be given if that **Member of Staff** still has an active **Timetable**, that they cannot be made a **Leaver**.

Staff Record - Re-instating Staff

Staff Leaving Date – Must be removed

Leaving Reason – Must be set to **NOT SELECTED** (ignore if it already is)

Next Employer – Must be removed (if present)

Note: DO NOT Remove or amend the Date Started at the School, this needs to stay the same because it is their original/previous **Start Date**.

You would enter their **Return Date** in the **Continuous Service Date** field which is used when **Staff** are re-starting their **Employment** with your **School**.

Make sure that the **Staff Member** is given a **Contract**.

The screenshot shows a 'Staff Details' form with the following fields and options:

- Name Details:** Name (empty)
- Additional Information:** Date Started at the School* (18/06/2018)
- Employee Details:**
 - Current Job Title (Teacher)
 - Local Authority Start Date (empty)
 - NI Category (<NOT SELECTED>)
 - Next Employer (empty)
- Previous Names:** (empty)
- Staff Leaving Date:** 04/05/2022
- Leaving Reason:** Dismissed
- Options:**
 - Supply Staff
 - For Contract Purposes this person is considered to be full time
 - Do not include in Census
 - Trained overseas before achieving QTS

Buttons: Close, Save

Staff Record - Re-instating User Account

Modules > Setup > System Users

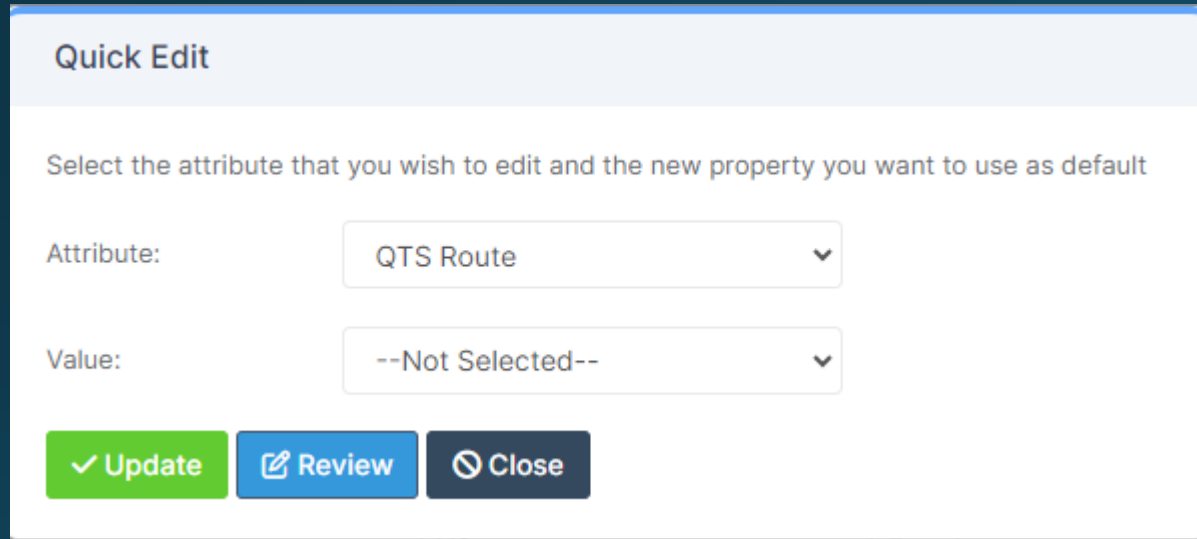
Note: If the **User Account** is not visible at all, it may have been deleted previously.

- If this is the case, you will need to create this **Staff Member** a new **User Account** and **Link it to their Staff Record**

Once the **User Account** has been located and is open, you need to:

- **The user can log into system** – Must be ticked.
- **Roles** – The user should be assigned at least one **Role**.
- The **Username** and **Work email** should be populated if they are not.

Staff - Actions > Quick Edit



The screenshot shows a 'Quick Edit' dialog box with a light blue header. Below the header, there is a instruction: 'Select the attribute that you wish to edit and the new property you want to use as default'. There are two dropdown menus: 'Attribute:' with 'QTS Route' selected, and 'Value:' with '--Not Selected--' selected. At the bottom, there are three buttons: a green 'Update' button with a checkmark icon, a blue 'Review' button with a pencil icon, and a dark grey 'Close' button with a close icon.

- Selecting the **Update** button will change **all of the selected Staff** to the selected **Value**.
- Selecting the **Review** button will allow the you to view and amend the **Individual Records** changed before you **Update**, as shown below:

Bulk Updating

Manual Data Export/Import

- A **Manual Data Export** allows you to extract selected **staff** data from the MIS on to a spreadsheet for the purpose of bulk updating/overwriting it.
- A **Manual Data Import** then allows you to import this new information back in to the MIS against the selected **staff** in one action. This process can be used to import/update various types of data for single or multiple records without affecting each other.

Staff – Reports

- **Reports > Administration > Staff Absence Report**
- **Reports > Administration > Staff Absence Reasons Report**
- **Reports > Administration > Staff Attendance Report**
- **Reports > Administration > Staff List**
- **Reports > Administration > Staff Data Check Report**
- **Reports > Administration > Staff Checks**
- **Reports > Administration > Staff Photo Report**

Reports > Quick Report > View Reports

Actions > Import Report

Additional
Report

Report Import

Source Exported Report Template File (.xml) Online Report Repository

Select the report backup file to import

Choose a file

Online Report Repository

Bromcom
Bromcom
Bromcom Finance
Coventry
Coventry City Council

SWC Data Check
Report

Reports > Quick Report > View Reports

Actions > Import Report

Additional Report

Report Import

Source Exported Report Template File (.xml) Online Report Repository

Select the report backup file to import

[Browse](#) Choose a file

Report Import

Source Exported Report Template File (.xml) Online Report Repository Coventry City Council Include previously imported reports

Grid actions [Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#) Search:

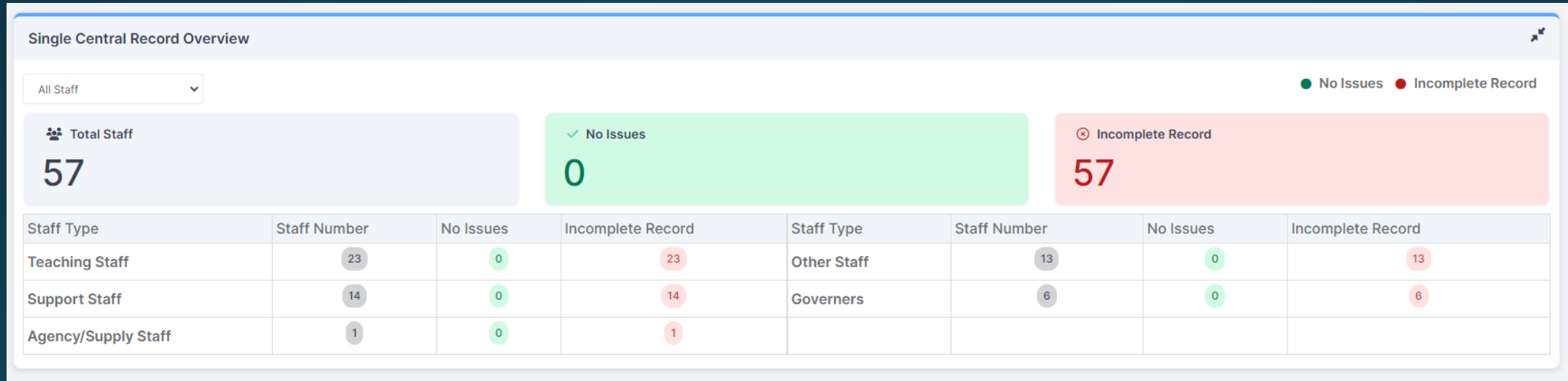
<input type="checkbox"/>	Report Name	Description	ORR Reference	
<input type="checkbox"/>	Cash Payments Between Dates	Used to look at cash payments made for trips, clubs and products between a date range.	732	i
<input type="checkbox"/>	Parental Consent Report		738	i
<input type="checkbox"/>	Roles and Permissions	Shows which person each role contains.	728	i
<input type="checkbox"/>	Roles and Users	Shows user roles and which users have those roles.	729	i
<input type="checkbox"/>	SWC Data Check Report		740	i

[Import](#) [Close](#)

SWC Data Check Report

Single Central Record

Modules > Administration > SCR Management



Questions





Thank you