# 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.**

DIGITAL SERVICES
FOR SCHOOLS AND ACADEMIES

# Introductions

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Digital Services

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# 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.

DIGITAL SERVICES
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# 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

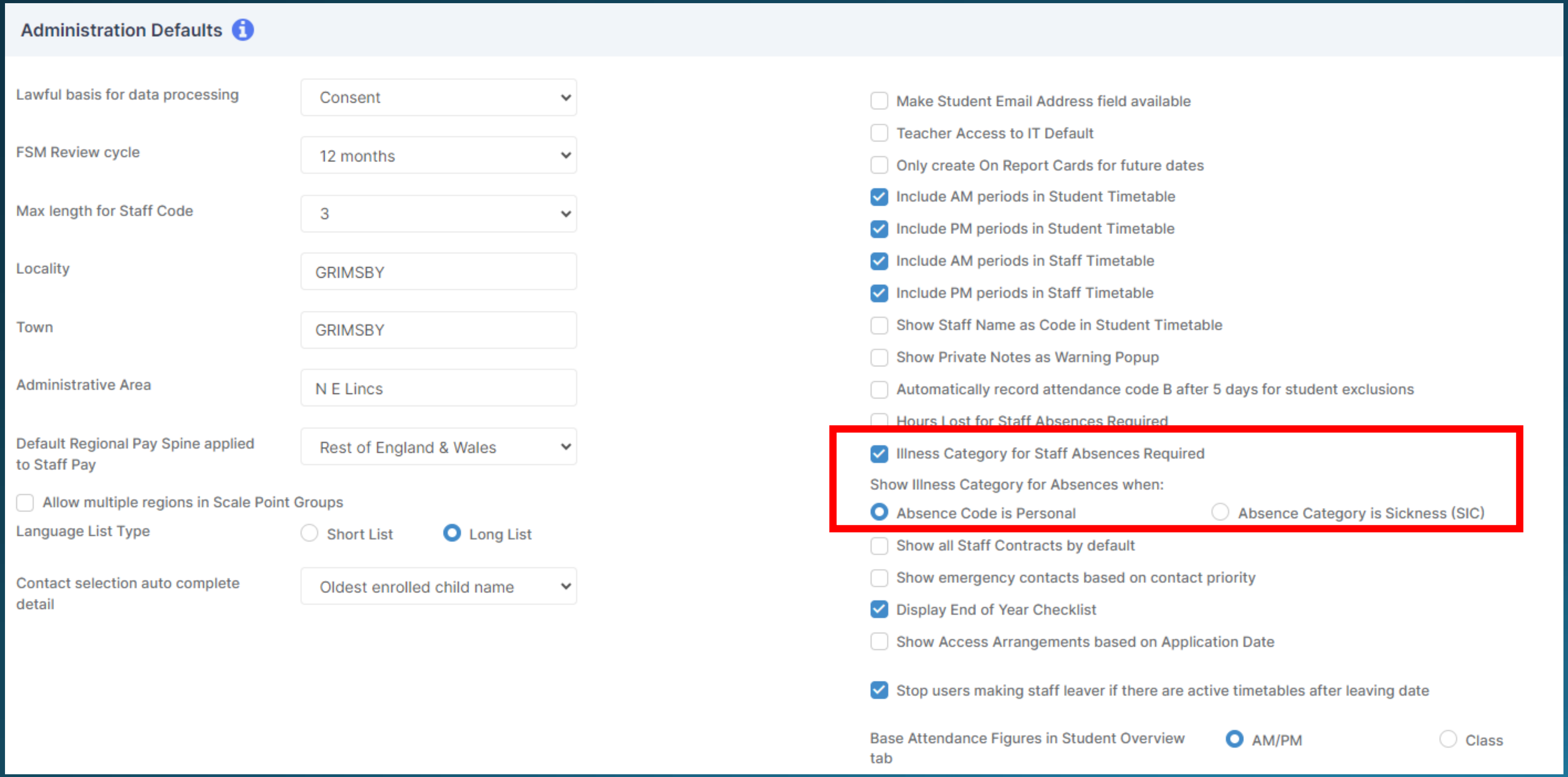
Staff Records

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

# LET'S LOOK AT THE TRAINING DATA

# Configure Illness Category

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

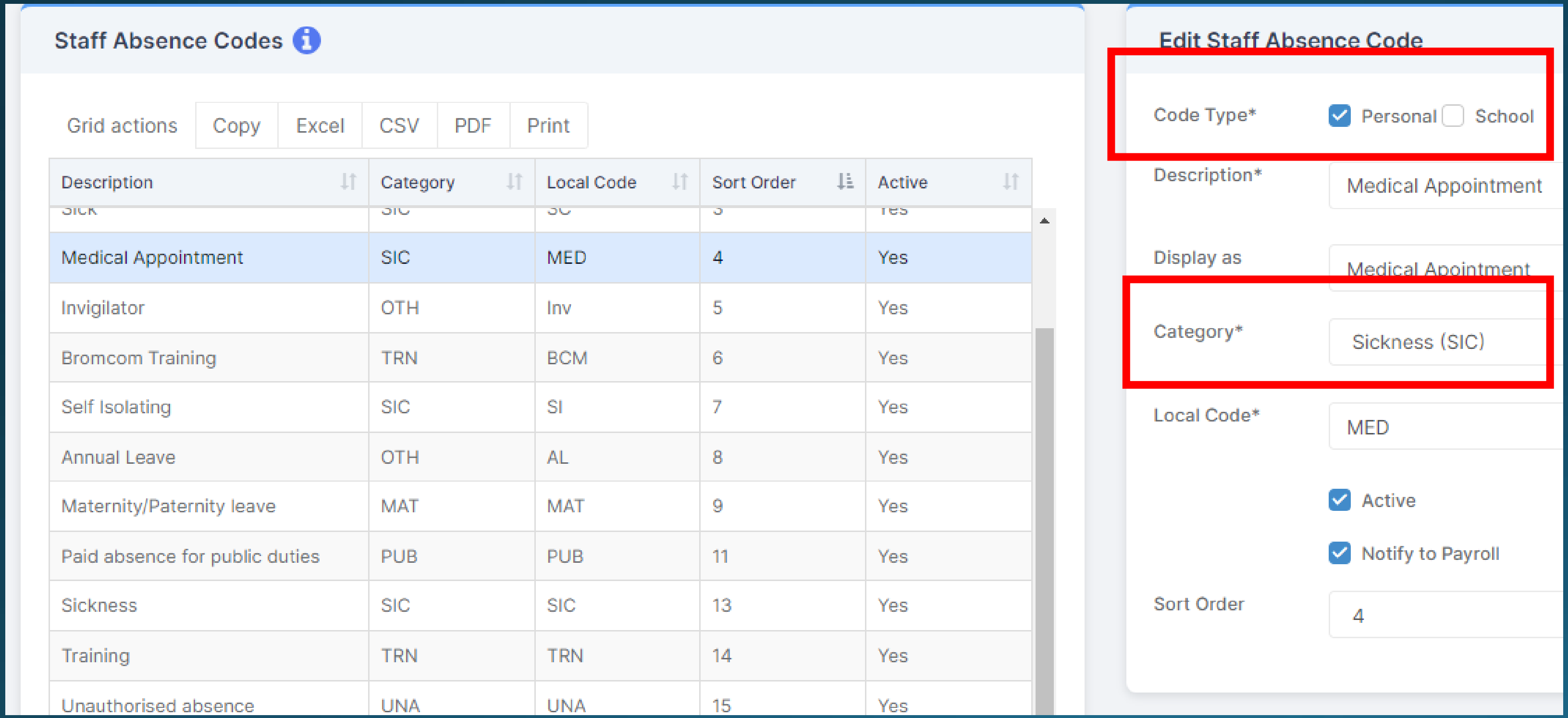



If **Absence Code is Personal** is Selected then ANY Absence Code with the Type Personal will require an Illness Category to be completed when recording Staff Absence

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

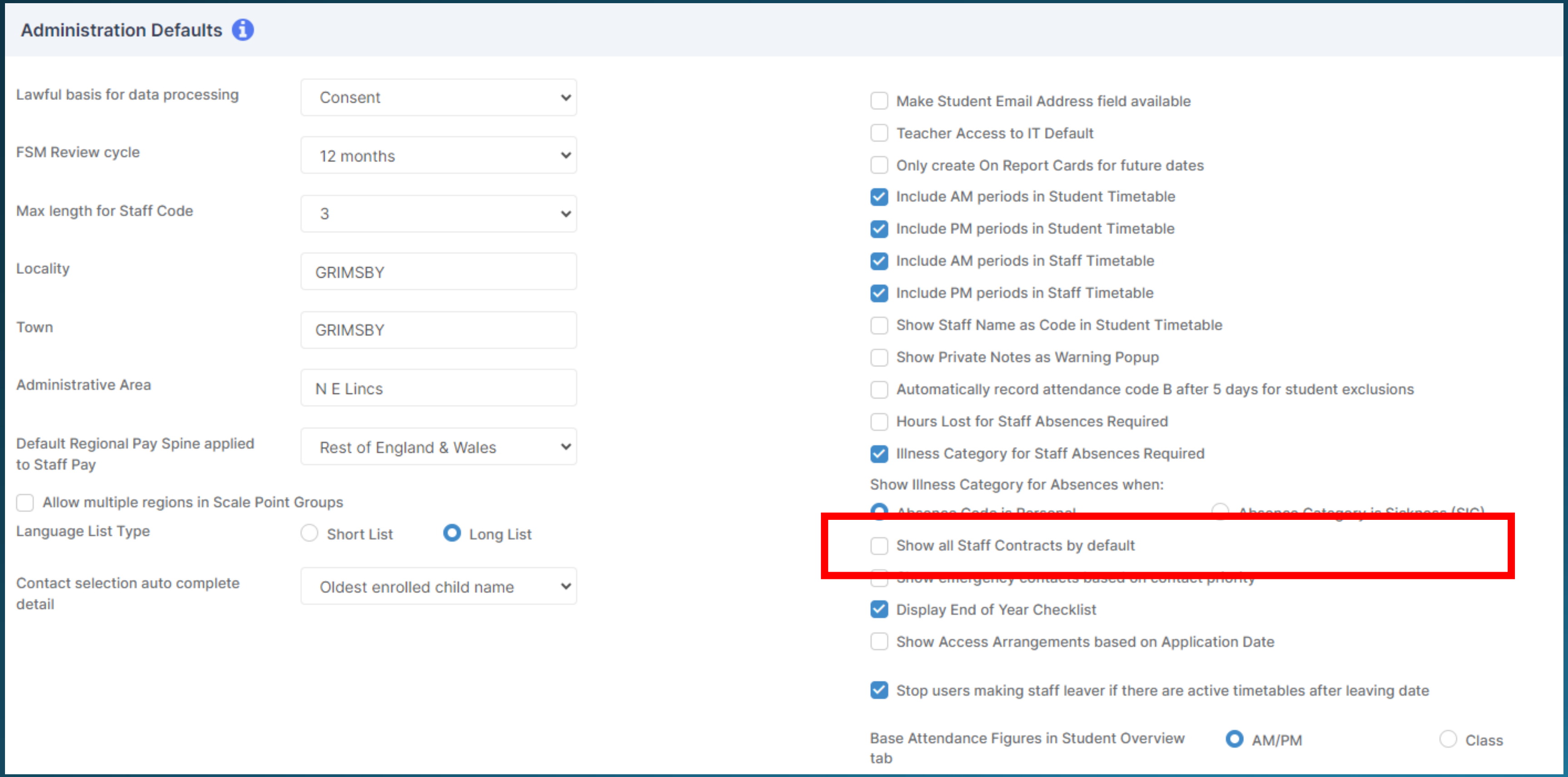
- **Config > Administration > Staff Absence Codes**




| Description | Category | Local Code | Sort Order | Active |
|---|---|---|---|---|
| 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 |

# Staff Contracts

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




Show all contracts by default

# Changes to Contracts

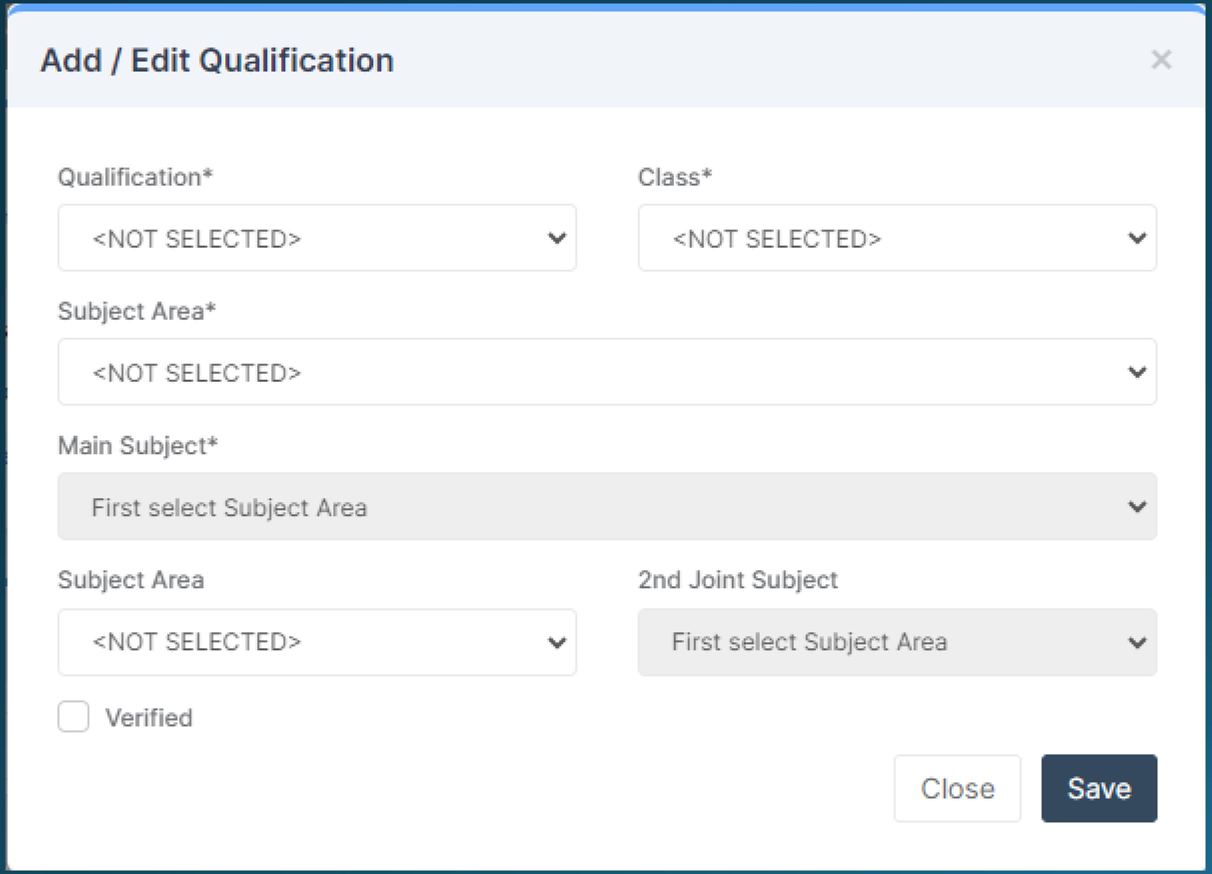
## Add new contract

- 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




- **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

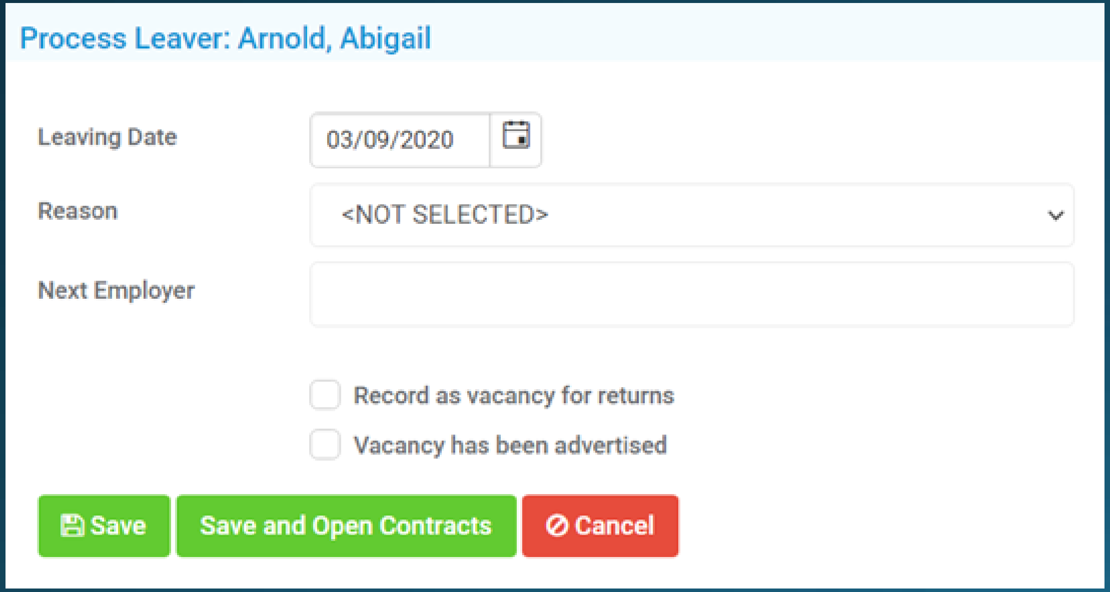
# Staff Record > Background Checks

- 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.**

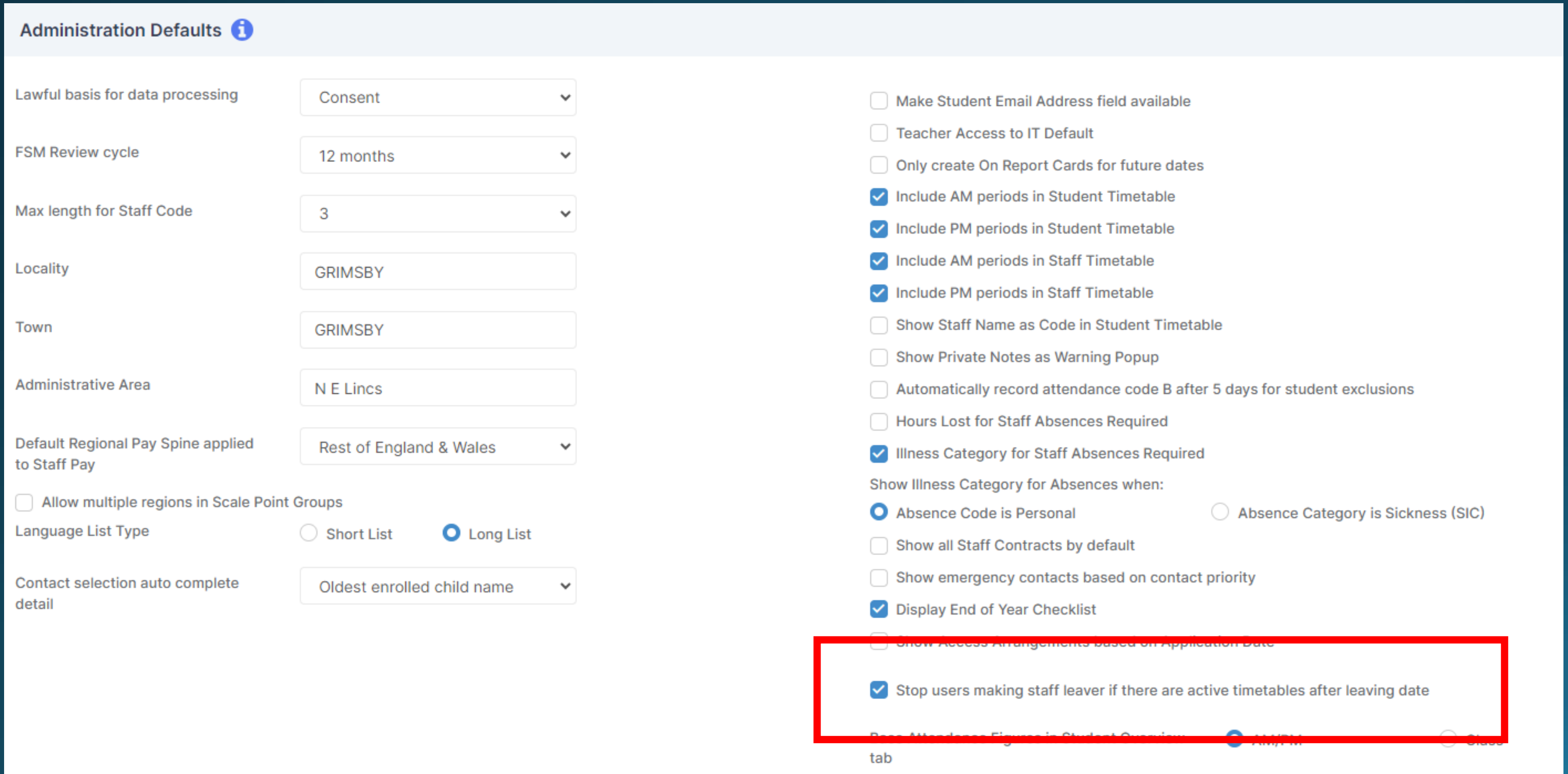



- **Leaving Date** – By default the date displayed will be the current day, enter the Leaving Date if different
- **Reason** – Select the Reason from the dropdown list
- **Next Employer** – Enter the Next Employer, if known
- **Record as vacancy for returns** – Tick this box if you wish to Record as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

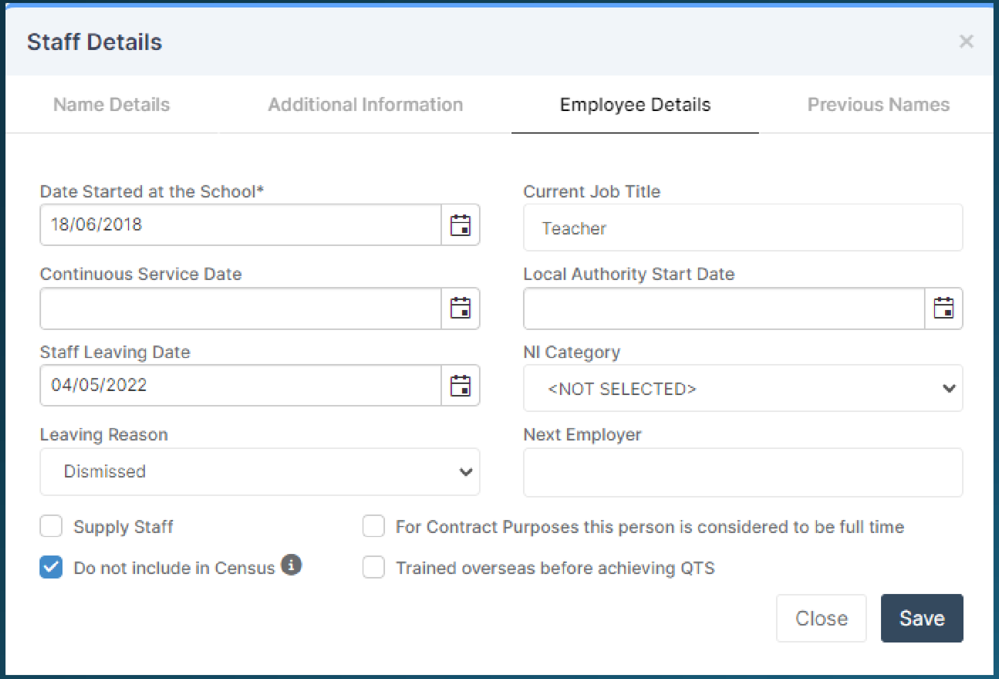
# Staff Record - Staff Leavers

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




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.**

# Staff Record - Re-instating User Account

**Modules > Setup > System Users**

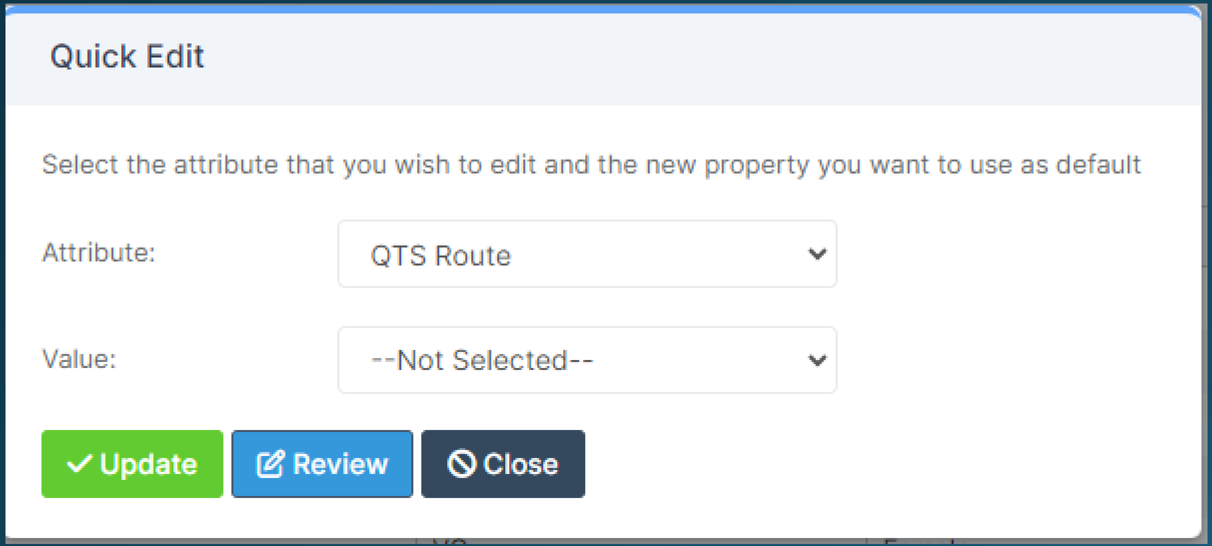
**Note**: If the **User Account** is not visible at all, it may have been deleted previously.

- 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




- 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.

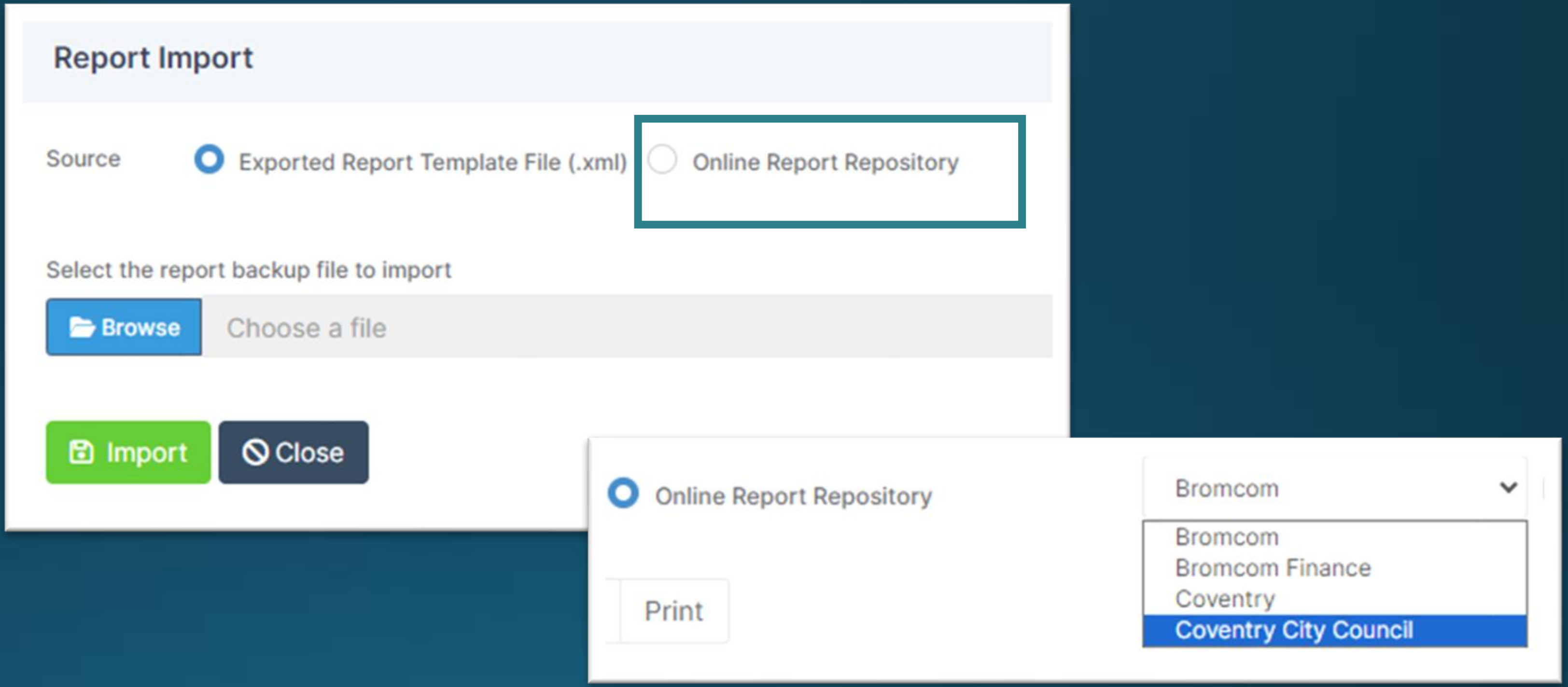
# Staff – Reports

- **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

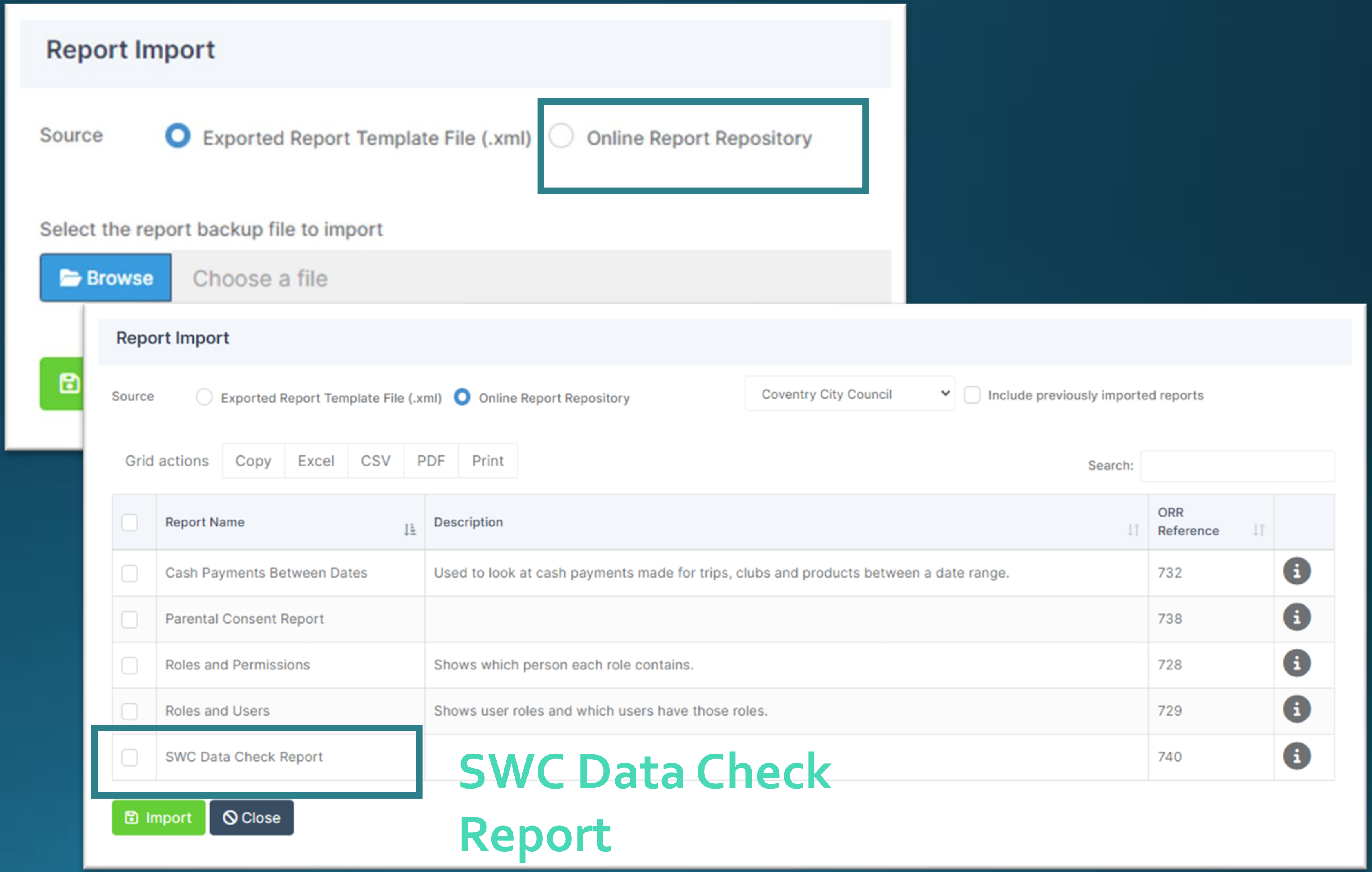



SWC Data Check Report

# Reports > Quick Report > View Reports

# Actions > Import Report

## Additional Report




SWC Data Check Report

# Single Central Record

**Modules > Administration > SCR Management**

### Single Central Record Overview

All Staff

No Issues · Incomplete Record

| Total Staff | No Issues | Incomplete Record |
|---|---|---|
| 57 | 0 | 57 |

| Staff Type | Staff Number | No Issues | Incomplete Record | Staff Type | Staff Number | No Issues | Incomplete Record |
|---|---|---|---|---|---|---|---|
| Teaching Staff | 23 | 0 | 23 | Other Staff | 13 | 0 | 13 |
| Support Staff | 14 | 0 | 14 | Governers | 6 | 0 | 6 |
| Agency/Supply Staff | 1 | 0 | 1 | | | | |

# Questions

# Thank you