

Adding/Inactivating Staff Members

New Staff Entry is used to enter required information for school personnel into PowerSchool. Some schools use the staff records for their school directory and enter additional information; such as addresses and phone numbers.

Some school personnel are required to be in **staff** for scheduling purposes and SAR. These include teachers, school administrators and any non-certified staff assigned to classes.

Staff UID

Staff UID is now integrated into PowerSchool. In order to be added to PowerSchool, a staff member must have a statewide staff ID. Payroll files for UID **MUST** be submitted to UID on a daily basis by the Staff UID Administrator.

Adding a Staff Member

Navigation: Start page > People > New Staff Entry

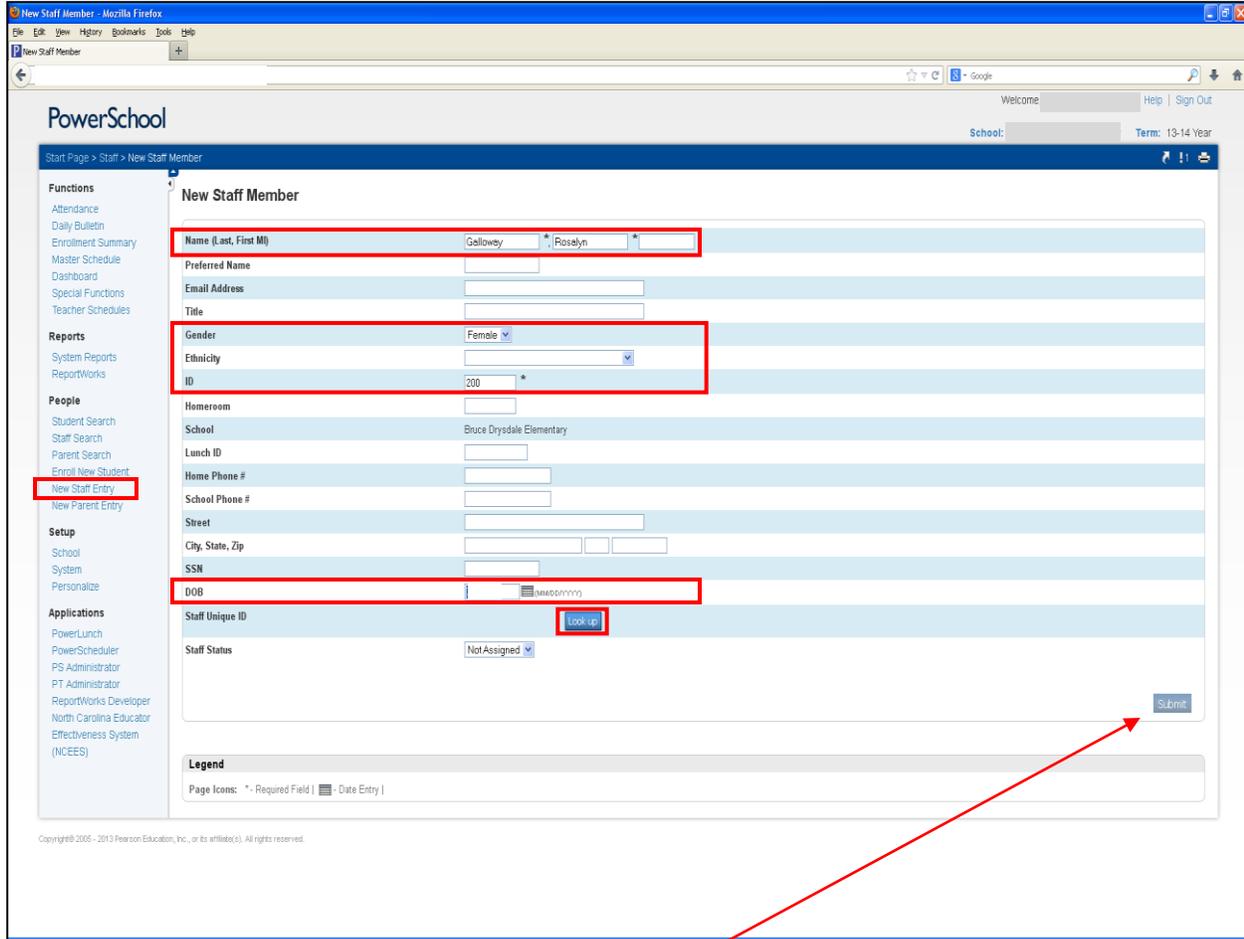
1. Complete the following fields on the **New Staff Entry** screen (see Fig. 1)
 - a. **Last Name**
 - b. **First Name**
2. From the **Gender** drop-down click the appropriate selection.
3. From the **Ethnicity** drop-down click the appropriate selection.
4. Type a number in the **ID** field (the UID if known or any random number if not known).

Note: The number in the **ID** field will be replaced by the UID when found.

5. Enter the date of birth in the **DOB** field.
6. Click the **Look up** button.

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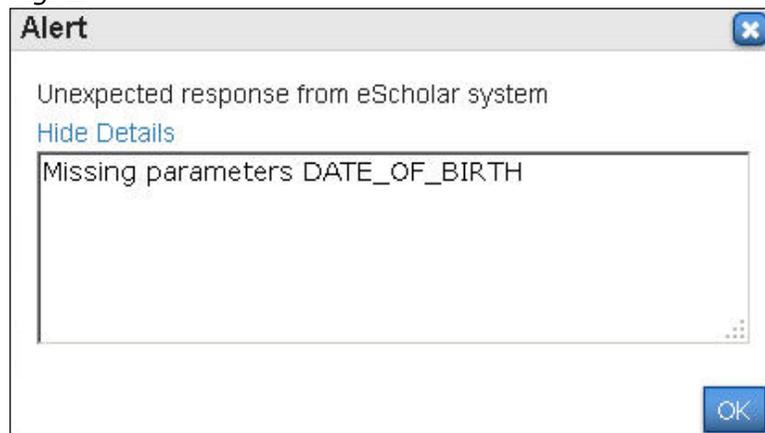
Fig. 1



Note: The **Submit** button will remain inactive until a match is found. Staff cannot be added to PowerSchool without a matched record from eScholar.

Important: If a required field is missing, an **Alert** will be displayed. Click **Show details** to see the missing parameter(s) (Fig. 2). Click **OK** on the **Alert**, enter the missing data then click **Look up** again.

Fig. 2



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If a match for the entered information is found, a near-match is displayed (see Fig. 3).

1. Select the match for your staff member if one exists.
2. Click **Use Selected**.

If one of the near matches is not your staff member, click **Not Found**. The staff member cannot be added at this time. Contact your Staff UID administrator.

Fig.3

The screenshot shows a 'New Staff Member' form with various input fields. A popup window is overlaid on the form, displaying a table of near matches. The table has columns for 'Select', 'State ID', 'Name', 'Gender', 'DOB', 'SSN Match', and 'Match Percent'. The first row is selected, with a red box around the 'Select' column containing a radio button. Below the table are two buttons: 'Use Selected' and 'Not Found', both with red boxes around them. The background form shows fields for Name (Last, First MI), Preferred Name, Email Address, Title, Gender (Female), Ethnicity, ID (34), Homeroom, School (LEA Office), Lunch ID, Home Phone, School Phone, Street, City, State, SSN, DOB, Staff Unique ID, and Staff Status (NotAssigned). A 'Submit' button is at the bottom right.

Select	State ID	Name	Gender	DOB	SSN Match	Match Percent
<input checked="" type="radio"/>	12345	GALLOWAY, ROSALYN K	F	1/2/1980		88

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When **Use Selected** is clicked, the **State ID** from Fig. 3 will populate both the **ID** and **Staff Unique ID** fields (see Fig. 4).

Fig. 4

New Staff Member	
Name (Last, First MI)	Galloway * , Rosalyn * []
Preferred Name	[]
Email Address	[]
Title	[]
Gender	Female ▾
Ethnicity	[] ▾
ID	12345 *
Homeroom	[]
School	LEA Office
Lunch ID	[]
Home Phone #	[]
School Phone #	[]
Street	[]
City, State, Zip	[] [] []
SSN	[]
DOB	[1/2/1980] (MM/DD/YYYY)
Staff Unique ID	12345 [Look up]
Staff Status	Not Assigned ▾

[Submit](#)

3. Select the appropriate **Staff Status** from the drop-down.

Fig.5

Staff Status
Not Assigned ▾
Not Assigned
Teacher
Staff
Lunch Staff
Substitute

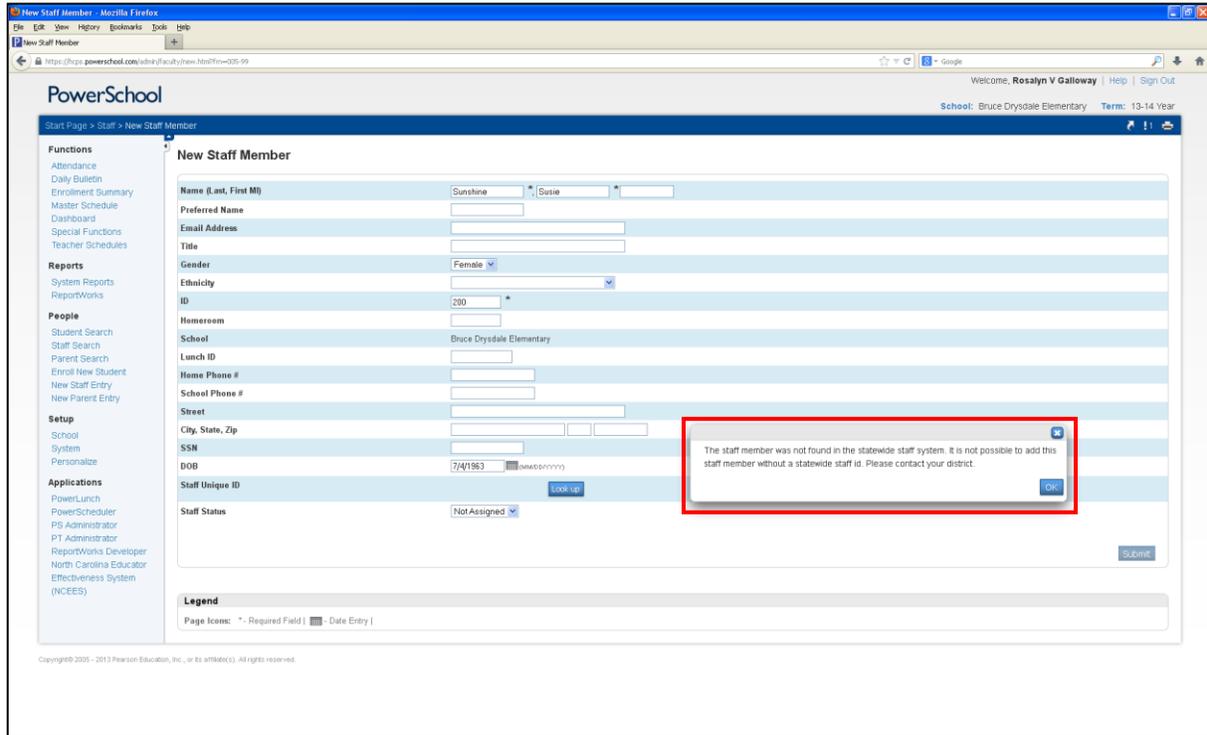
4. Click the now active **Submit** button.

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If a near match is not found, the following message displays (see Fig. 6) and the staff member cannot be added to PowerSchool at this time. Contact your Staff UID administrator.

Note: The **submit** button will remain inactive.

Fig. 6



The screenshot shows the PowerSchool 'New Staff Member' form. The form fields include: Name (Last, First MI), Preferred Name, Email Address, Title, Gender (set to Female), Ethnicity, ID (200), Homeroom, School (Bruce Drysdale Elementary), Lunch ID, Home Phone #, School Phone #, Street, City, State, Zip, SSN, DOB (7/4/1963), Staff Unique ID (with a 'Look Up' button), and Staff Status (Not-Assigned). A red box highlights an error message that reads: 'The staff member was not found in the statewide staff system. It is not possible to add this staff member without a statewide staff id. Please contact your district.' The 'Submit' button is inactive.

Inactivating Staff

Staff members, especially those associated to students via courses/sections should not be deleted. They should instead be INACTIVATED.

Warning: Deleting staff assigned to student data results in orphaned records and may impact your ability to generate certain reports.

Inactivating a Staff Member

Navigation: Start Page > Staff > Select desired staff member > Information

1. Once the desired staff record has been found, click on **Information**.

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2. On the **Information** screen, scroll to the bottom and deselect the **Active** checkbox.

The screenshot shows the 'Information' screen for staff member Arthur, Rosalyn (ID 391173). The left sidebar contains navigation options: Current Schedule, Information (highlighted), Functions, Photo, Schedule Setup, Schedule Matrix, Security Settings, Transactions, Custom Screens, NCDPI Screens, Staff Info, and Staff List. The main form fields include: Name (Last, First MI) Arthur, Rosalyn Simply; Preferred Name; Email Address; Title; Gender; Home School; Lunch ID (0); Home Phone # (919) 555-7007; School Phone #; Street; City, State, Zip; SSN 179-91-9027; DOB; Staff Type Staff; and Active (checked). A yellow highlight and red box around the 'Active' checkbox are accompanied by the text 'Uncheck this field.' A 'Submit' button is highlighted with a red box in the bottom right corner.

3. Click **Submit**.
4. Click on **Security Settings**.
5. Change the password on the **Teachers and Affiliations** tab and/or the **Admin Access and Roles** tab, whichever is relevant to that staff member.

The screenshot shows the 'Security Settings - Teachers and Affiliations' screen for staff member Arthur, Rosalyn Simply (ID 391173). The left sidebar contains navigation options: Search Staff, List (7), Current Schedule, Information, Functions, Photo, Schedule Setup, Schedule Matrix, Security Settings (highlighted), and Transactions. The main form has three tabs: Teachers and Affiliations (highlighted with a red box), Admin Access and Roles (highlighted with a red box), and Applications. Below the tabs, there is a 'Sign in to PowerTeacher' section.

6. Click **Submit**.

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