

STAFFMATE ONLINE

• Quite simply the most efficient way to schedule YOUR service staff •

StaffMate: Modifying Employee Information

Updating Employee Information

To modify employee information, click on the Our Employees tab, then click on the name of the employee whose information you wish to modify.

StaffMate online

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Our Account Info | Our Positions | **Our Employees** | Our Venues | Our Events | Our Staff Memo | Print Reports

> Admin Home > Our Employees >> Add Employees -- Manage Employees

Monday August 18, 2003 Search Events, Staff, or Venues: EVENT# or KEYWORD

Modify Spongebob Squarepants!

First Name:
Last Name:
Employee ID Number:
Start Date:
Address:
Address Line 2:
City:
State:
Zip Code:
User Name (5-10 Char):
Password (5-10 Char):
Email Address:
Phone Number:
Cell Phone:
Pager:
Fax Number:
Max Hours:
Employee Level:

☐ Full Admin Access
☒ Staff & Fill In Report Access Only
☐ No Admin Access

☐ Bartender ☐ Coordinator
☒ Lead ☒ Service Staff ☒ Grill Cook

Modify Employee Info: Update the employee details. First and Last Name are required fields.

Max Hours: Max Hours are the total number of hours per week for which this employee is allowed to sign up, limiting staff hours.

Levels: You can define each staff member from Level 1 to Level 5. Levels can stand for anything you wish, seniority, performance, pay grade. There is also an "On Hatus" level for employees on leave.

Admin Access: Provide Admin Access to any employee you wish by choosing Full Admin Access or Report Access Only. Full access gives full privileges, report access allows employee to print Staff & Fill-In reports only.

Staff Positions: Choose each position type for which this employee is qualified. Staff Members can only sign up for positions for which they are qualified, signified by selections in this field.

Submit the Info: When you are finished updating the information for this employee, click the Modify Staff Info button to save the info.

Required Fields - The First Name, Last Name, User Name and Password are all required fields. These fields must be populated in order to update the staff member's Account Information. If any of these fields is blank and you attempt to update the information, an error will occur and the information will not be updated. If this occurs, simply enter the required information and click Modify Staff Info to complete the update.

User Names & Passwords - User Names and Passwords must be at least 5 characters in length. If you attempt to update a User Name or Password with entries of less than 5 characters, an error will occur and the information will not be updated. If this occurs, simply enter the information in the required format and

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click [Modify Staff Info](#) to complete the update. It is strongly recommended that you and your staff members change your Passwords every few months to protect your account privacy.

Email & Phone Importance - Although these fields are not required, they are important means of communication to your employees, so it is in your best interest to enter this information and to verify that the information is correct before updating the employee.

Max Weekly Hours - The Max Hours field stores the maximum number of hours for which you wish this employee to be able to sign up in any given work week. If left blank, the Default Max Weekly Hours you entered on your **Account Info** page will be used.

Employee Levels - Employees can be separated by up to 5 "Levels" based upon any criteria you wish to use. For example, the levels can be associated with performance, pay grades, seniority, etc. How you use the Levels is up to you. The Employee Levels feature offers great administrative benefits! When you choose to publish event information to your staff members, you can choose when or whether to publish the work opportunity to a certain level or levels. This can be used to reward better performing employees with a "Head Start" by publishing to one "level" of employees a few days in advance of other "levels". Use the "On Hiatus" level for employees on vacation, returning to school or on suspension. Staff Members on hiatus will not receive any email correspondence from the StaffMate service, other than individual emails you send directly to them. In addition, they will not be able to view events published during their hiatus on their event calendar.

Admin Access - If you choose to give Full Admin Access to any employee, they will have the same access and privileges as you do. For example, give Admin Access to your Event Planners so they can print their own Staff Reports, manage the staffing of their own events, etc. If you choose to give Staff & Fill In Report Access to an employee, along with their ability to sign up to work events, they will also have the ability to print Staff Reports and Fill In Reports for events. This is especially useful for Captains or Leads. You may not want to give them Full Admin Access but you may want them to print the Staff Reports and manage event day staff issues.

Staff Positions - By assigning positions to staff members, you are giving them the ability to work positions of that particular type. For example, by assigning the Bartender position to an employee, you are giving them access to sign up for Bartender positions for any given event.