Mini Guide



STAFF DETAILS



Staff and volunteer details are stored in a large tabbed form for safety and administrative reasons:

Go > Home > Staff Details > Staff Details >

WorkFlow Manager × G	eneral Details	Additional D	etails	Work Types Qualif	ications Contacts Wor	rk Period		
Staff Details	Staff			Staff Member De	tails			
From here you can View	Last Name	First Name	Title	Title:	Mr 👻		Address	
and Edit:	Capybara	Matthew	Mr	First name:	Matthew		Line 1:	8 Woodlands Drive
	Eagle Hamster	Ruth Michelle	Mrs Mrs	Last name:	Capybara		Line 2:	Foxholes
Staff Details	Lion	Nina	Mrs		05555 455554		Town:	Anytown
Staff Summary Report	1	Rebecca	Mrs	Phone (day):			County:	Northumberland
Staff Emergency Details	Panda Panther	Peter Caroline	Mr Mrs	Phone (night):	05555 455554		Postcode:	AA1 9ZZ
Doctors	Salmon	Lisa	Mrs	Phone (mobile):	0777 2389131			
Dentists	Swift	Susanne	Mrs	Email address:	capybaras@superfox.or	g.uk		
Doctors And Dentists List				Job Title:	Pre-School Play Worker			
Staff Details Forms				Identification Pi	cture	Medical and	Dietary Notes —	
Tutorials & Guides						Doctor:	Finlay, Dr Alan	1
						Dentist:	Drillem, Dr Ind	iana
					351	Notes:		
								*
				Remove	Change			v
Back Fwd Home	L				Set Doctor Set Dentis	Duplicate	Add	Delete Save Help

(The pictures in this mini guide use the Quick Start tutorial data.)



The tabs on the form store the following information:

General tab	-	Contact details, doctor, dentist and any medical notes.
Additional Details	-	Job title, key dates, HMRC information, CRB and Paediatric First Aid, Holiday year and allowance, carry forward / lieu days.
Work types	-	Pay rates, if any, to be used for this person.
Qualifications	-	Qualifications, Development courses, Baby experience.
Contacts	-	Emergency contact details.
Work Period	-	A note of any contracted hours and the associated pay amount.

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Adding A Staff Member

Adding a new staff member is very much like adding a doctor or dentist. You would simply press the *Add* button and fill in the new staff member's details on each of the tabs. Use the change button to browse for a photograph of the staff member if you wish to store an identification picture.

Volunteers

Include details for both staff members and unpaid volunteers. (We have a duty of care to our volunteers too.)

If a volunteer is unpaid you should tick the **Volunteer** box on the Additional Details tab and this will exclude them from the payslip runs.

Work Types Tab

With Matthew Capybara still selected, click on his 'Work Types' tab.

You can see that Matthew has two work types set up, play work and training which are paid at different rates.

eneral Details	Additional D)etails	Work Types	Qualifications	Contacts	Work	Period				
Staff Last Name	First Name	Name:	Capybara,	Mr Matthew (8	Matthew (8 Woodlands Drive)						
Capybara Eagle Hamster Lion Nightingale Panda Panther Salmon Swift	Matthew Ruth Michelle Nina Rebecca Peter Caroline Lisa Susanne	Play	Name of Work Type Playwork Training		d Work Ty	£ 7.00					
<	4				Edit		Add	Delete	Help		

Add a new Happy Cleaning pay rate. Press the Add button and enter the details shown here.

- Name of work type:
- Pay rate:
- Happy Cleaning £7.00
- The work period:Description:
- Hourly (not, daily, weekly, monthly or contracted) Cleaning hourly pay rate
- When you press 'OK' Happy Cleaning should appear in the list of Matthew's work types.

Because each staff member has their own work types you can differentiate their pay to reflect their individual experience and responsibilities.

In SuperFox a Work Type is simply an amount of money that is paid to a member of staff for a unit of work.

A monthly salary might look like this.

Edit Work Type	×
Name of work type:	Salary
Work Period:	Monthly -
Pay rate: £	220
Description	
Monthly salary	*
	v
ОК	Cancel Help

Work Period

The Work Period chosen from the drop down tells SuperFox what period of time is used for the pay rate. SuperFox uses this period to transfer work from the staff schedules to the staff timesheets for use in pay statements.

- Hourly Hourly pay rate
- Daily Daily pay rate
- Weekly Weekly pay rate
 - Monthly Monthly pay rate
- None A payment unrelated to time, e.g. a bonus.

The description that you choose will appear on payslips. Editing the pay rates works in exactly the same way. To see how the staff pay rates are used in practice see the *Staff Pay* mini guide.

You can change pay rates at any time. The attendances already entered will not be affected as the amount paid was captured at the time they were first entered.

Staff Qualifications Tab

Staff qualifications are stored in SuperFox for specific purposes:

• For OFSTED compliance.

The program stores a complete list of the staff member's qualifications, one of which is identified as their main qualification (e.g. NVQ level 3 in Playwork). This also helps to ensure that qualifications requiring periodic revalidation remain current. (e.g. Paediatric First Aid.)

• For Workforce Development audits.

The printable staff summary report includes the full list of qualifications and workforce development courses help by the staff member. This makes assessing workforce development needs a quick and easy process, whether for internal use or for use with a local authority.

• For Staff Scheduling.

If you intend to use the Staff Scheduling function you can define the NVQ level to use for planning purposes for each staff member. You can also specify whether or not they have baby experience.

The ticks at the top	of the qualifications	page are intended to	for census and wo	rkforce development use.

General Details	Additional D	etaile	Work Types	Ouali	fications	Contacts	Work P	eriod	1	
	Hadraonare		Work Types			contacts	- Worker	chou	/	
Staff		Name:	Capybara,	Mr Ma	tthew (8	Noodlands	Drive)	/		
Last Name	First Name		The second second			ualified tea				
Capybara	Matthew		Teaching	starr	Q	ualified tea	cner			
Eagle	Ruth		🔽 Early yea	ars sta	ff 📝 Q	ualified play	yworker	EYPS		
Hamster	Michelle	Main	Qualification							
Lion	Nina	Qua	lification		Issue Dat	e	Descrip	tion		
Nightingale		NVQ Level 3			09 Oct 2	2012	Playw	ork and Early	Years Edu	ucation
Panda	Peter									
Panther Salmon	Caroline	Child	lcare Staff Or	nly —						
Saimon	Lisa Susanne	J	Childcare St	aff	Room P	lanning Lev	el: L3	•	V Baby	/ Experience
SWIT	Susanne								,	
		Name	e of Qualificat	tion	Issue	Date	De	scription		
		Asse	rtive Disciplin	e	11 Feb	2013	Su	re Start		
		Child	Protection		12 Jun	2012	Su	re Start		
		Equa	l Opportunitie	es	16 Ma	y 2012	Sur	re Start		
		Fire S	Safety		01 Au	g 2012	An	ytown Airport	t Fire Dep	artment
		Food	Hygeine		07 Jur	2012	An	ytown College	2	
		NVQ	Level 3		09 Oct	2012	Pla	ywork and Ea	arly Years	Education
		Paed	liatric First Aid	ł	25 Apr	2012	Re	d Cross		
		Team	n Building		05 No	/ 2012	Su	re Start		
 ■ 	- F									
				Res	set Main	Edit		Add	Delete	Help

The childcare staff are indicated and their qualification level is recorded for your own use when putting together a staff schedule. The planning level relates to the capacity in which they will work, rather than their exact qualification. (A staff member will may have a dispensation from Ofsted to work while working towards their qualification.)

Contacts Tab

The contacts tab is used to store emergency contact details for the staff member:

General Details	Additional De	tails Wo	ork Types	Qualifications	Contacts	Work Period		
Staff		Name:	Capybara	, Mr Matthew (8	Woodland	e Drive)		
Last Name	First Name	Name;	Сарурага	, mi matulew (d		sonej		
Capybara	Matthew	Relatio	onship	Contact Nam	e Pho	ne Day	Phone Night	Phone Mobile
Eagle Hamster	Ruth Michelle	Sister		Capybara, M	iss 012	34 788990	01234 788990	0777 6633110
Lion	Nina							

The doctor and dentist information and medical notes are stored on the General Details tab and these are sent to the Staff Emergency Details report along with the contacts listed here.

Remember to include emergency contacts for volunteers too, just in case they are taken ill whilst working in the setting.

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Work Period Tab - Contracted Hours

The Work Period tab is only used to set up contracted hours. If none of your staff have contracted hours, or if you do not use the staff scheduling function you can ignore this tab. These contracted hours are used by the staff scheduling function and the transfer of any scheduled hours to the staff timesheet.

The information stored on the Work Period tab is:

- A simple note of any Daily, Weekly or Monthly contracted period and contracted hours.
- Any notes about the staff member's availability to work.

General Details	Additional	Details	Work Types	Qualifications	Contacts	Work P	eriod
Staff Last Name	First Name	Title	Contracte	d Hours			
Eagle Hamster Lion	Matthew Ruth Michelle Nina Rebecca	Mr Mrs Mrs Mrs Mrs	 None Daily Weekl Month 	- Contra	i icted Rate (i	Hours: £ / hr):	30.00 7.8
	Peter Caroline	Mr Mrs	Availability	/ Notes			

If you choose the work period 'Contracted' when you add a work type the figures entered as contracted hours will be used for the work type.

Edit Work Type	×
Name of work type:	Playworker
Work Period:	Contracted 👻
Pay rate: £	7.8 (Weekly)
Description	
Caroline's contracte	ed hours
	T
ОК	Cancel Help

You will see the contracted hours appear in the list of the staff member's work types as shown below.

General Details	Additional	Additional Details		Qualifications	Contacts	Work Perio	d		
Staff Last Name	First Name	Name:	Panther, Mrs Caroline (7 Woodlands Drive)						
Capybara	Matthew	Name	Name of Work Type		Work Period		Description		
Eagle Hamster	Ruth Michelle	Playw	orker	Contracted	Contracted (Weekly)		Caroline's contracted hours		
Lion Nightingale Panda	Nina Rebecca Peter	Traini	ng	Hourly		£7.00	Training pay rate		
Panther	Caroline								

End