

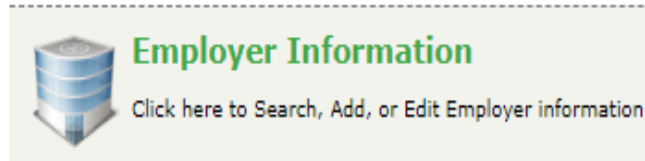
ECE-TRIS: MANAGING STAFF LIST



As Employer Administrators, you now have the ability to manage your staff list online. You can make changes to your active employee listing without the need to submit any documents to ECE-TRIS

CHECK OUT THE TIPS BELOW:

- Login to ECE-TRIS
- Click **Employer Information** which will take you to a page to search for your program.



- Less is more when you search - filling all out all the fields are not necessary. You can search by your license number only or part of your street address. Or you can CLICK 'Search Employers' with **no fields** specified because you will only see the ones of which you're an Administrator.

Search Employers

- Once you find your program name in the results, CLICK on the name to open the Employer Details.

Notice there are three tabs. We will be using the **Employees Tab** but let's first go over the others.

- **Employer Info:** A summary of your program details
- **Contacts:** This lists those with your program who have access to your staff records

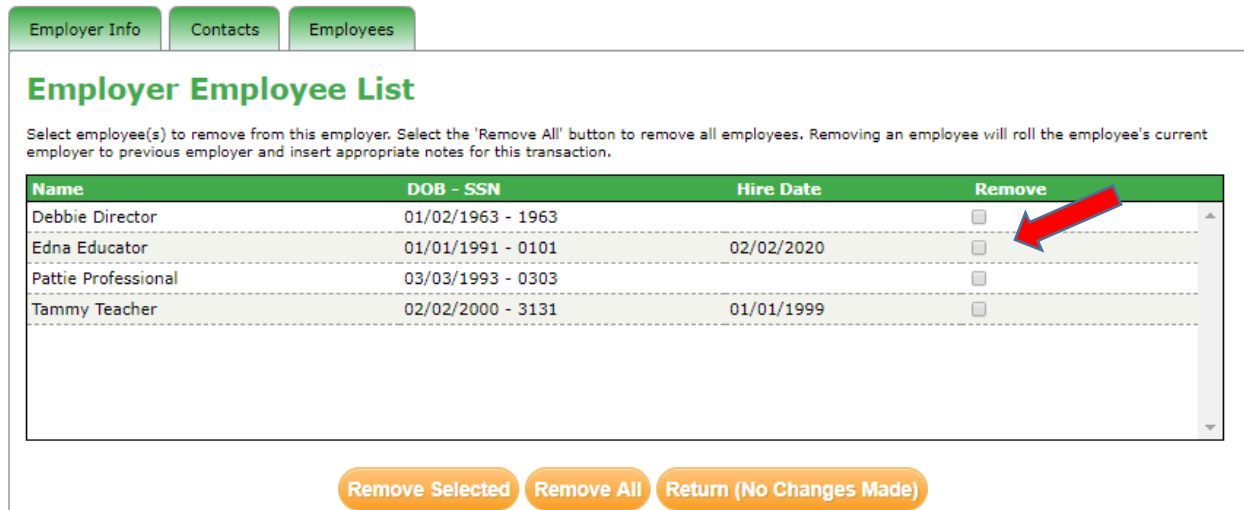
If you have changes to the employer information or contacts, complete the **Facility Information Form**

The screenshot shows the "Manage Employer Information" form with the following fields:

- Employer Type: Facility/Provider (dropdown)
- Facility Type: Type I - Licensed Center (dropdown)
- License/Certification #: L1234567 (text input)
- License/Cred. Issue - Expiration: 06/01/2015 - 05/31/2016 (date range)
- Employer Name: 123 Early Childhood Center (text input)
- STAR Rating: 1 (dropdown)

Now we will look at the new EMPLOYEES tab.

- Click on Employees to see a listing of current staff of the employer/program chosen.



Name	DOB - SSN	Hire Date	Remove
Debbie Director	01/02/1963 - 1963		<input type="checkbox"/>
Edna Educator	01/01/1991 - 0101	02/02/2020	<input type="checkbox"/>
Pattie Professional	03/03/1993 - 0303		<input type="checkbox"/>
Tammy Teacher	02/02/2000 - 3131	01/01/1999	<input type="checkbox"/>

- Note that each employee has a check box to select that record for removal.
- Choose the staff who need to be removed and click on **Remove Selected** to make them inactive.
- Removed Staff will have a note inserted into their Personal Record to indicate your actions.

*These steps to remove someone from your employee roster does **not** remove their account, it only updates the current employer information. The changes in employer will not impact the ability for the user to access their personal account.*

Additional TIPS and REMINDERS

- If an update is needed on the staff name or hire date or employer, ask your staff to log into their ECE-TRIS account and make changes in the **Manage My Personal Information Area**
- You can use the **Staff List by Current Employer Report** to view your staff and hire dates but you will no longer need to submit anything to ECE-TRIS when staff are terminated from your program.
- New staff not showing on your list will need to request an account **[New Account Instructions](#)** or submit an employer update when they log in to their personal account and click Save. **[Managing Your ECE-TRIS Account: Self-Service Tips](#)**
- If you have changes to the contacts for your program, complete the **Facility Information Form**.

Forms Submitted to ECE-TRIS should **Emailed** to ecetris@eku.edu because the updated forms no longer include full date of birth or last four of the ssn.