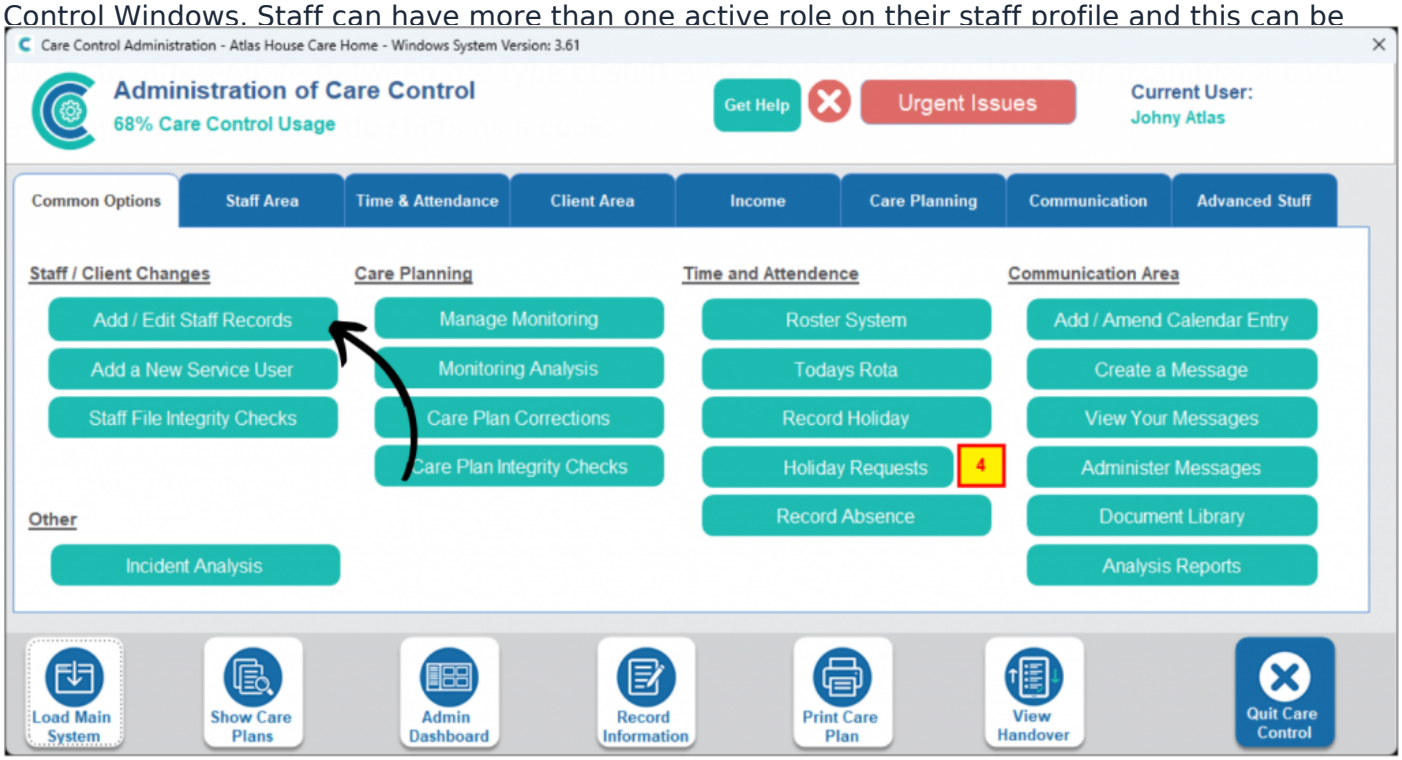
Adding a New Role/Contract for a Staff Member

Staff Windows · https://cclearninghub.co.uk/docs/adding-a-new-role-contract-for-a-staff-member/



Adding a New Role/Contract for a Staff Member

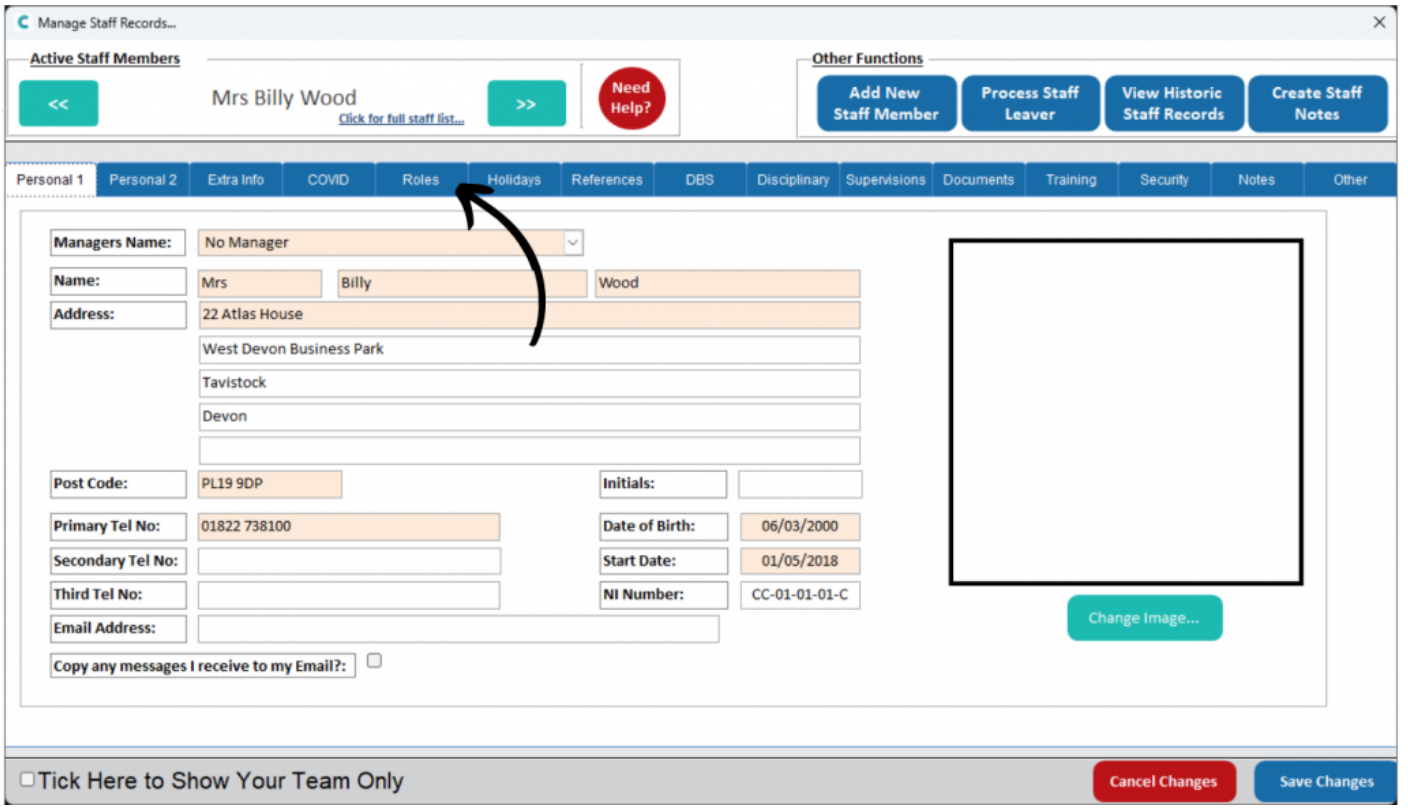
This guide will cover how to add a new role or contract for an existing staff member on Care Control Windows. Staff can have more than one active role on their staff profile and this can be

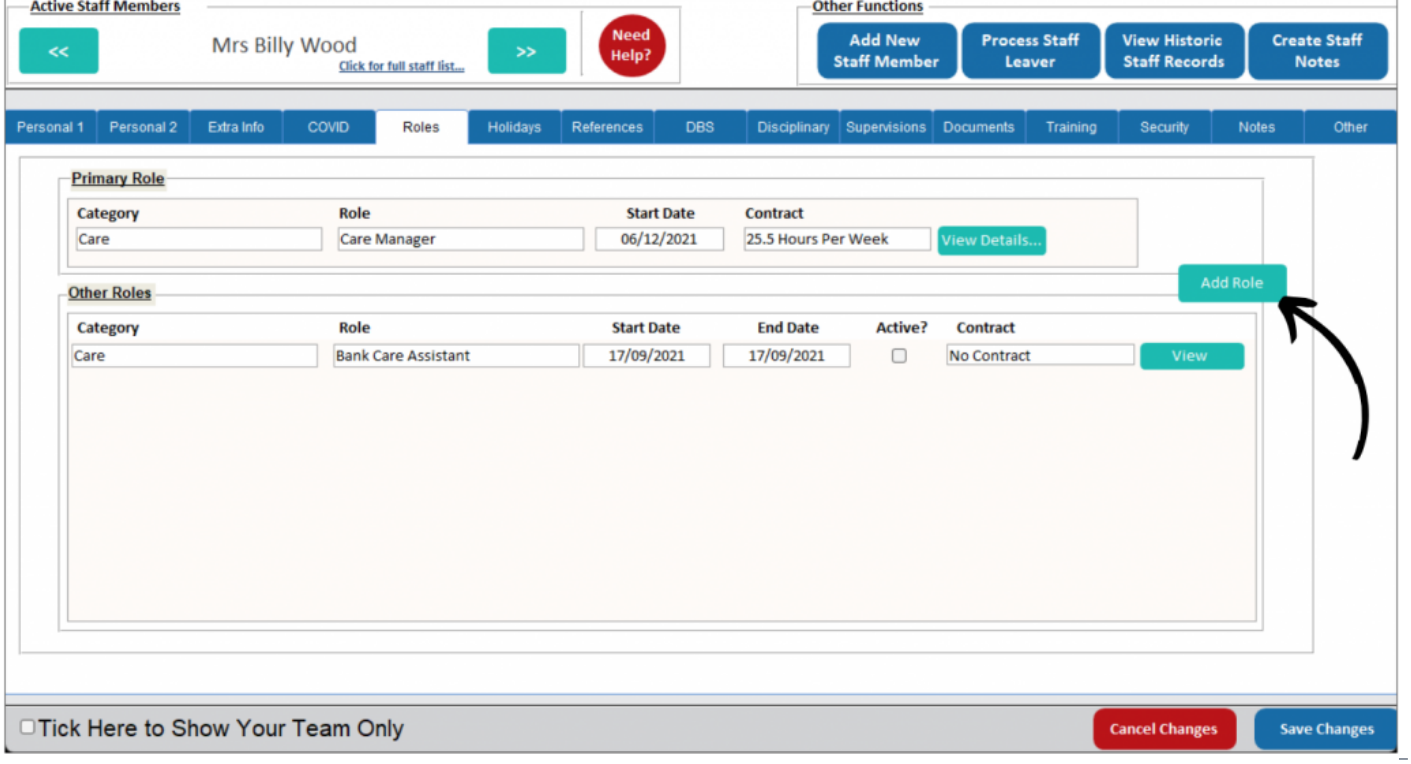


1

In the Administration of Care Control Windows, open the **Add / Edit Staff Records** tool.

2





3

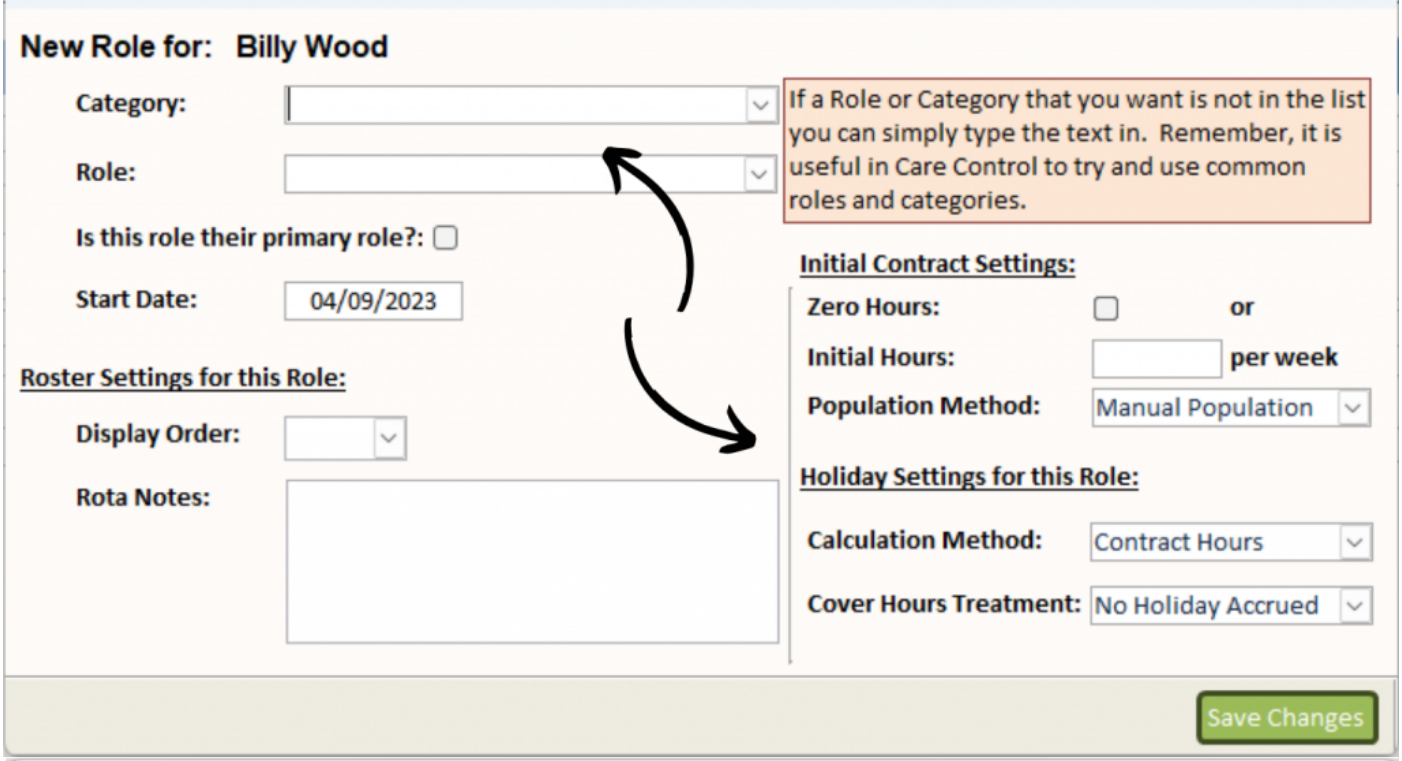
Here, a list of roles (both active and inactive) will be displayed.

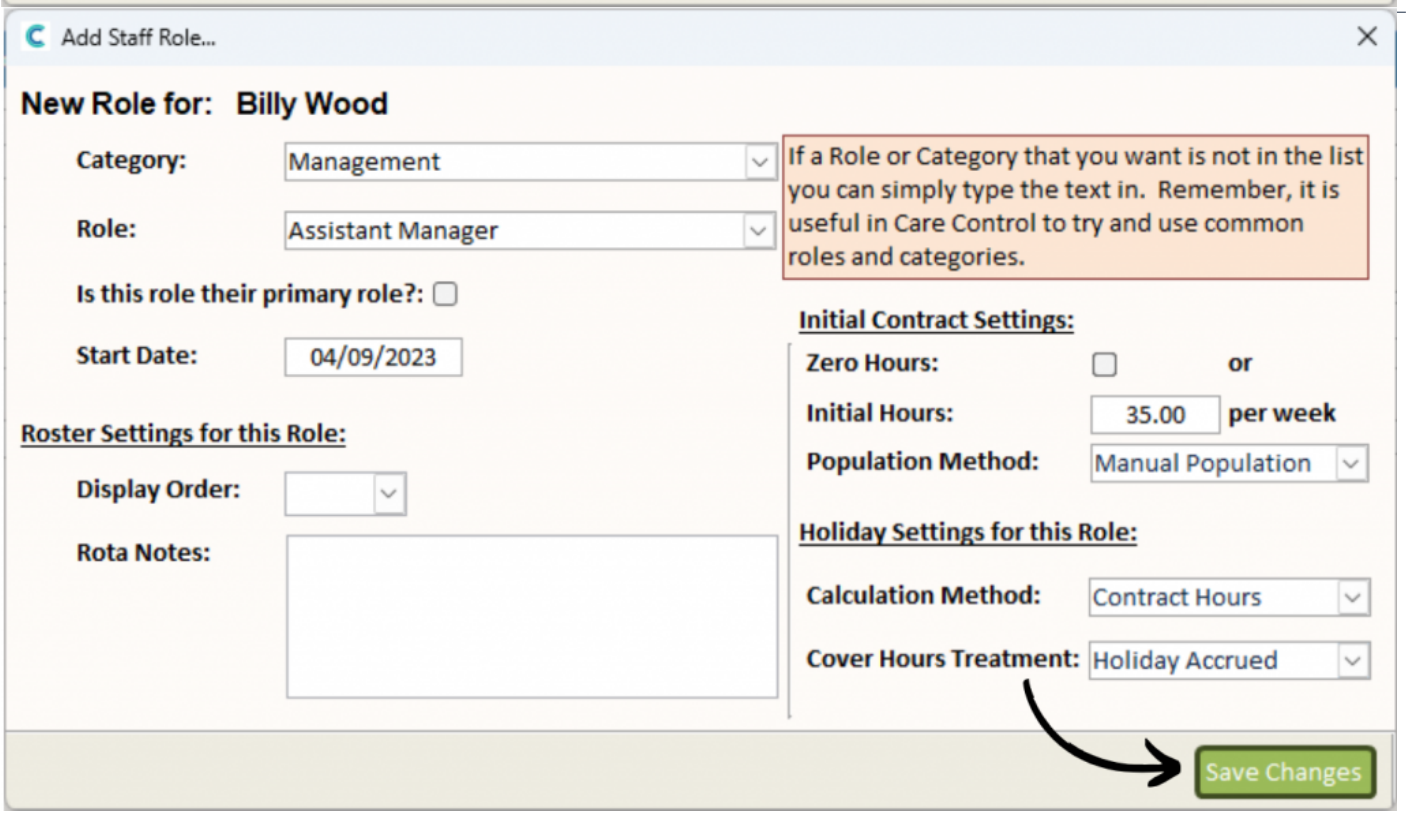
Press **Add Role**.

4

A blank form will open. Begin by selecting the **Category** and **Role** from the drop-down lists, then, enter a **Start Date**. If this new role is going to be their primary role, tick the relevant check-box.

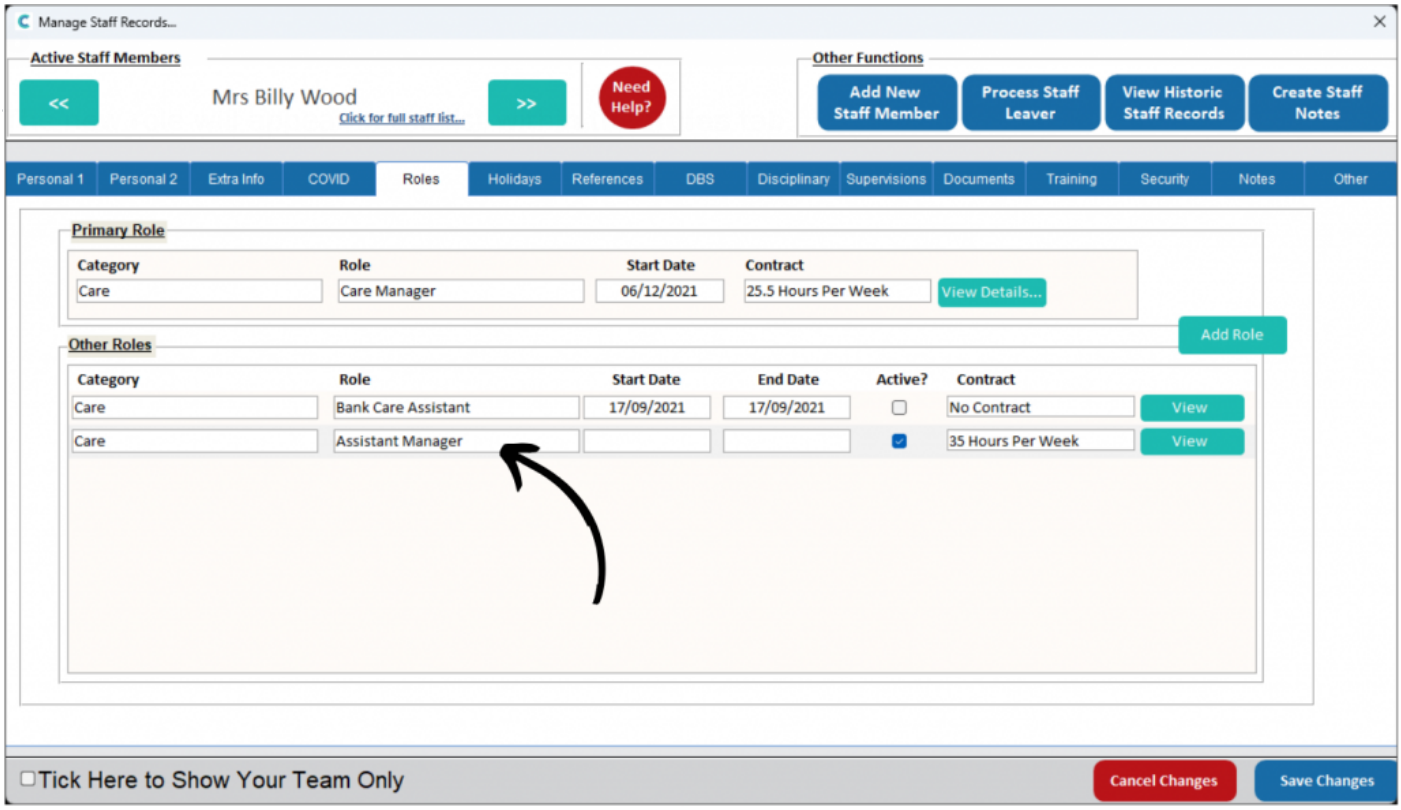
You can now enter some information about the **Contract**. If this role is a zero hours contract, tick the check-box. If not, enter the number of hours per week.





5

Finally, decide on the rota **Population Method** and **Holiday Settings** for this role before pressing **Save Changes**.


Manage Staff Records...
Active Staff Members
<<
Mrs Billy Wood
Click for full staff list...
>>
Need Help?
Other Functions
Add New Staff Member
Process Staff Leaver
View Historic Staff Records
Create Staff Notes
Personal 1
Personal 2
Extra Info
COVID
Roles
Holidays
References
DBS
Disciplinary
Supervisions
Documents
Training
Security
Notes
Other
Primary Role
Category
Role
Start Date
Contract
Care
Care Manager
06/12/2021
25.5 Hours Per Week
View Details...
Add Role
Other Roles
Category
Role
Start Date
End Date
Active?
Contract
Care
Bank Care Assistant
17/09/2021
17/09/2021
No Contract
View
Care
Assistant Manager
35 Hours Per Week
View
Tick Here to Show Your Team Only
Cancel Changes
Save Changes