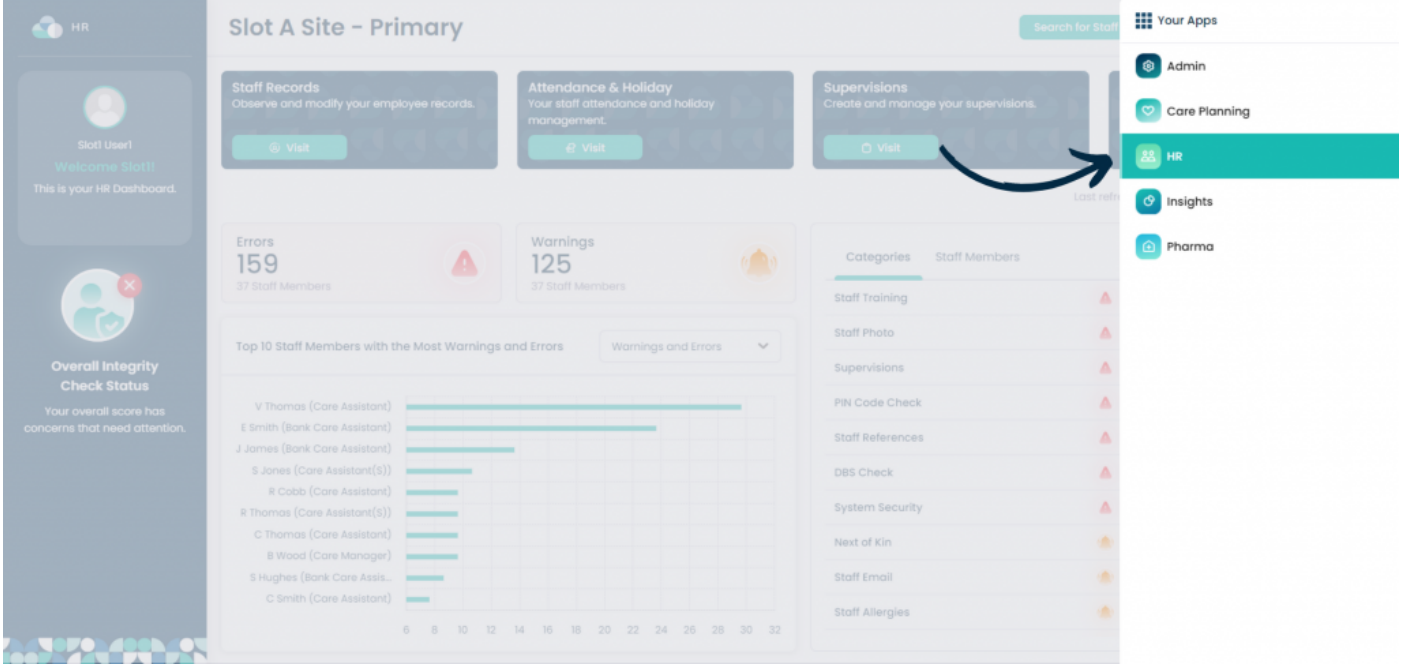
Managing Staff Records on Cloud

Staff Records · https://cclearninghub.co.uk/docs/managing-staff-records-on-cloud/

Managing Staff Records on Cloud

This guide will cover how to access and manage Staff Records via the new HR application on Care Control Cloud

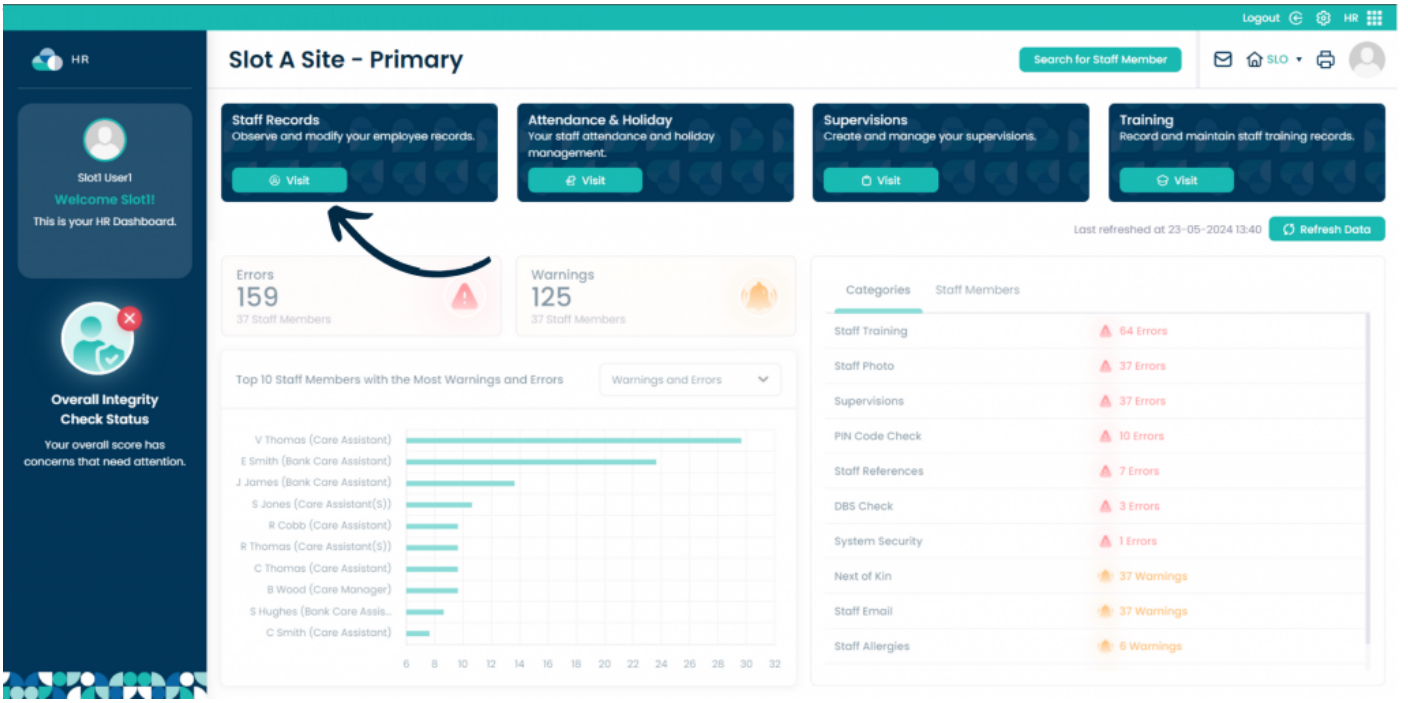


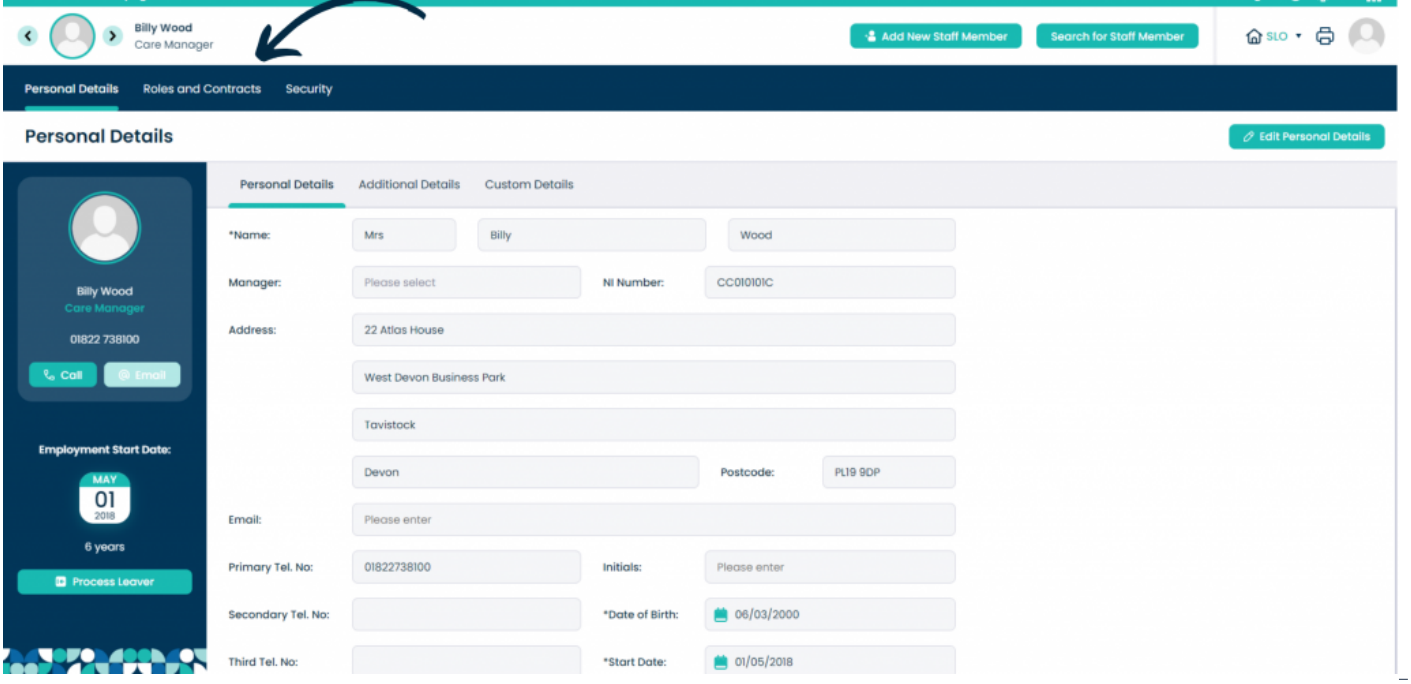


1

From within Care Control Cloud, open the app navigation menu and select **HR**.

2





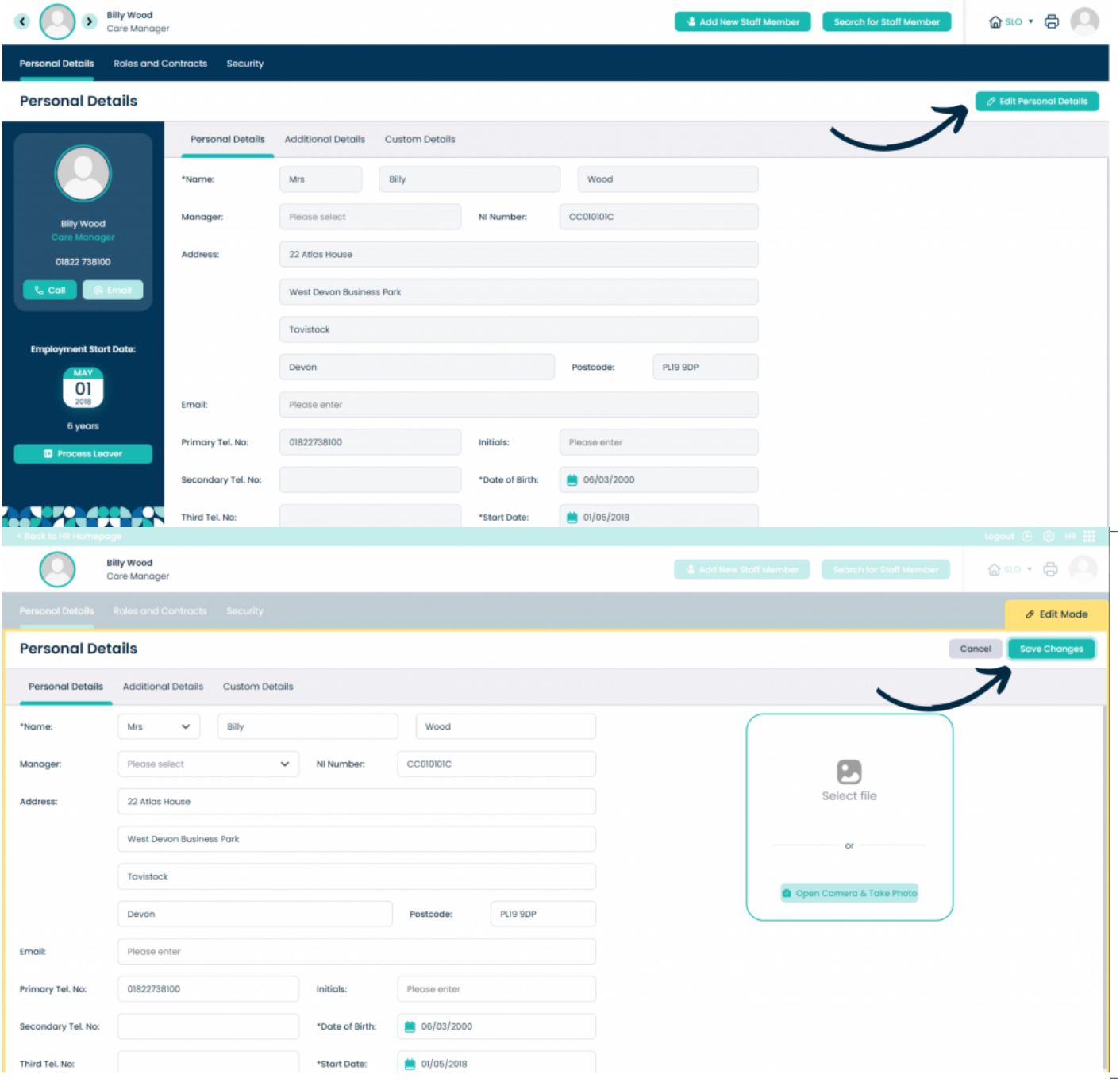
3

Your staff records will be displayed in alphabetical order. You can navigate between staff members using the arrows in the top left corner, or by pressing **Search for Staff Member**.

The staff record is broken into 3 tabbed areas, each containing separate sections of information – **Personal Details**, **Roles and Contracts** and **Security**.

4

You can edit the details in the first section by pressing **Edit Personal Details**.

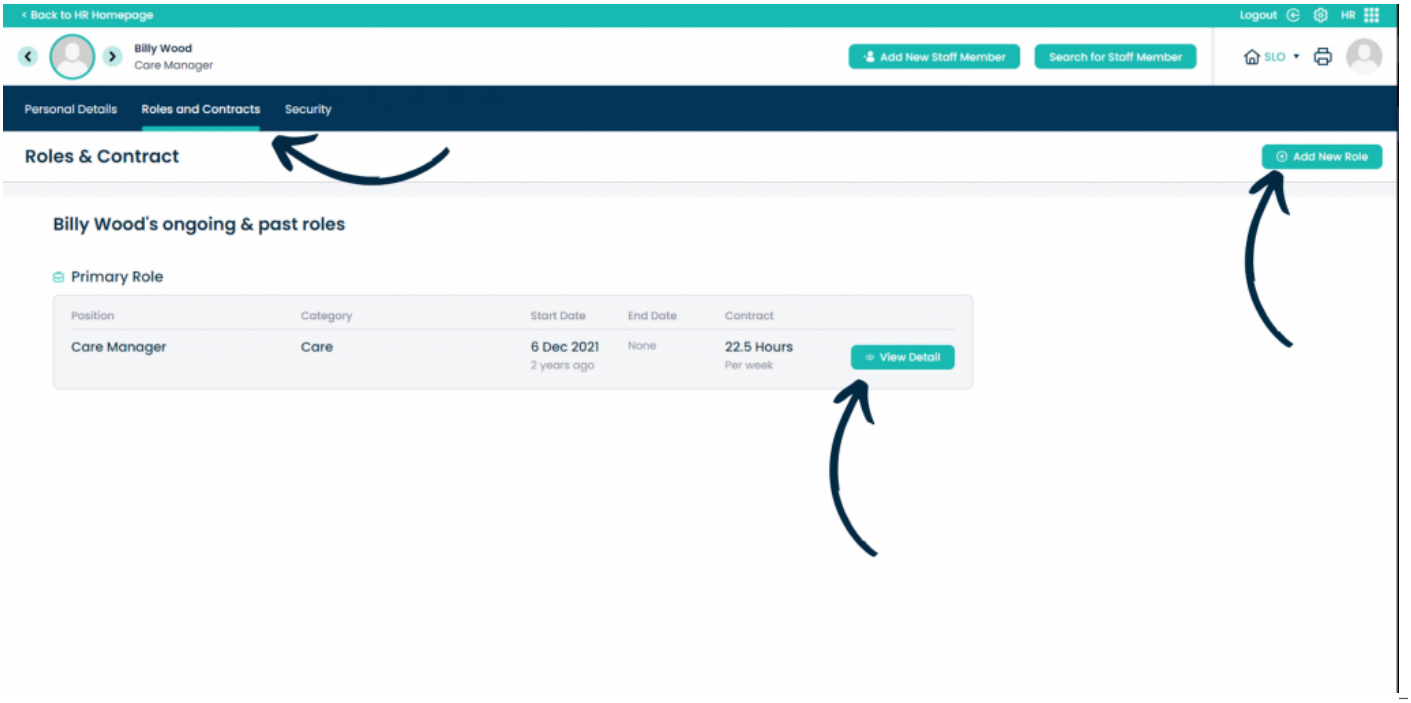


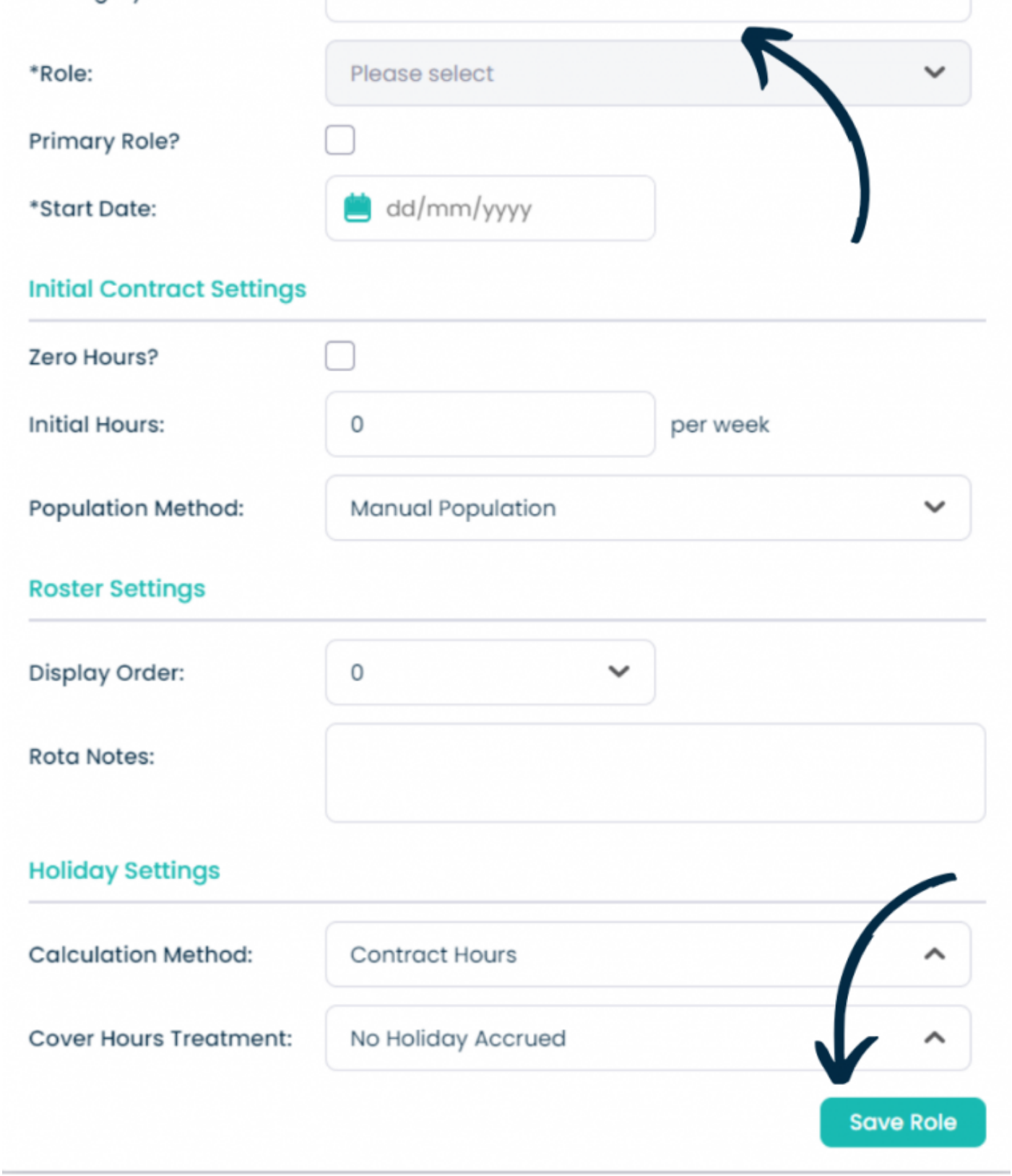
5

A yellow border will surround the staff record to show that **Edit Mode** is active. Press **Save Changes** after making any amendments.

6

The next tab of the staff record, **Roles & Contract**, displays active and historic job roles for the staff member.

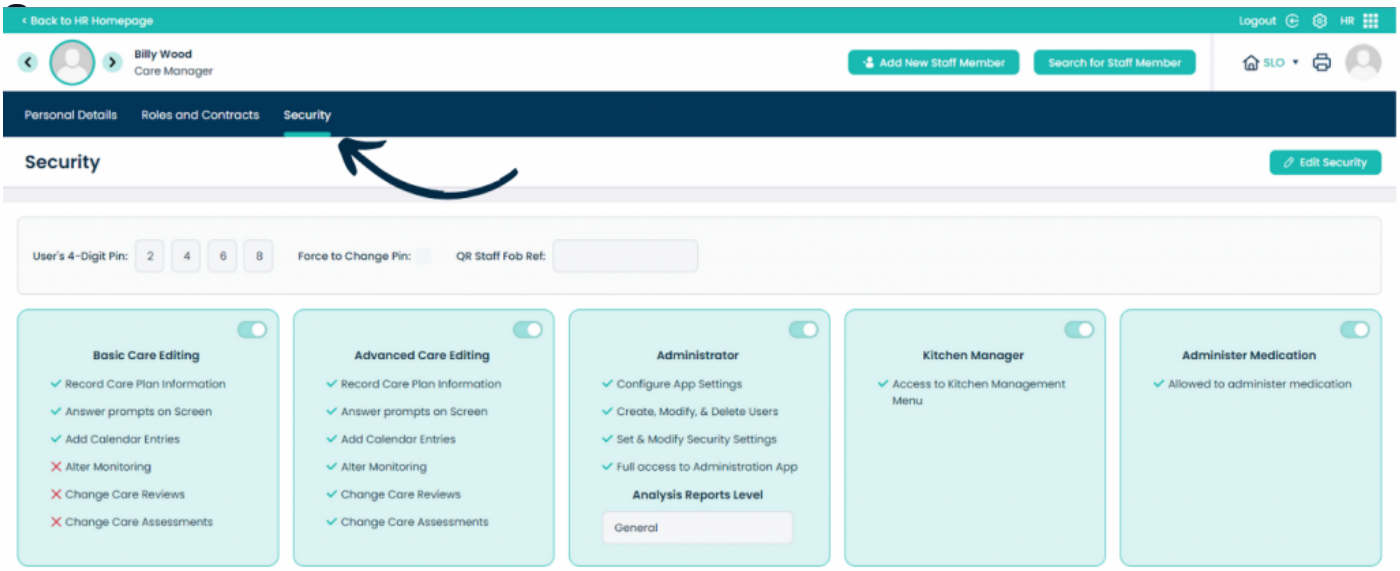

Back to HR Homepage
Logout
HR
Billy Wood
Care Manager
Add New Staff Member
Search for Staff Member
SLO
Personal Details
Roles and Contracts
Security
Roles & Contract
Add New Role
Billy Wood's ongoing & past roles
Primary Role
Position
Category
Start Date
End Date
Contract
Care Manager
Care
6 Dec 2021
2 years ago
None
22.5 Hours
Per week
View Detail

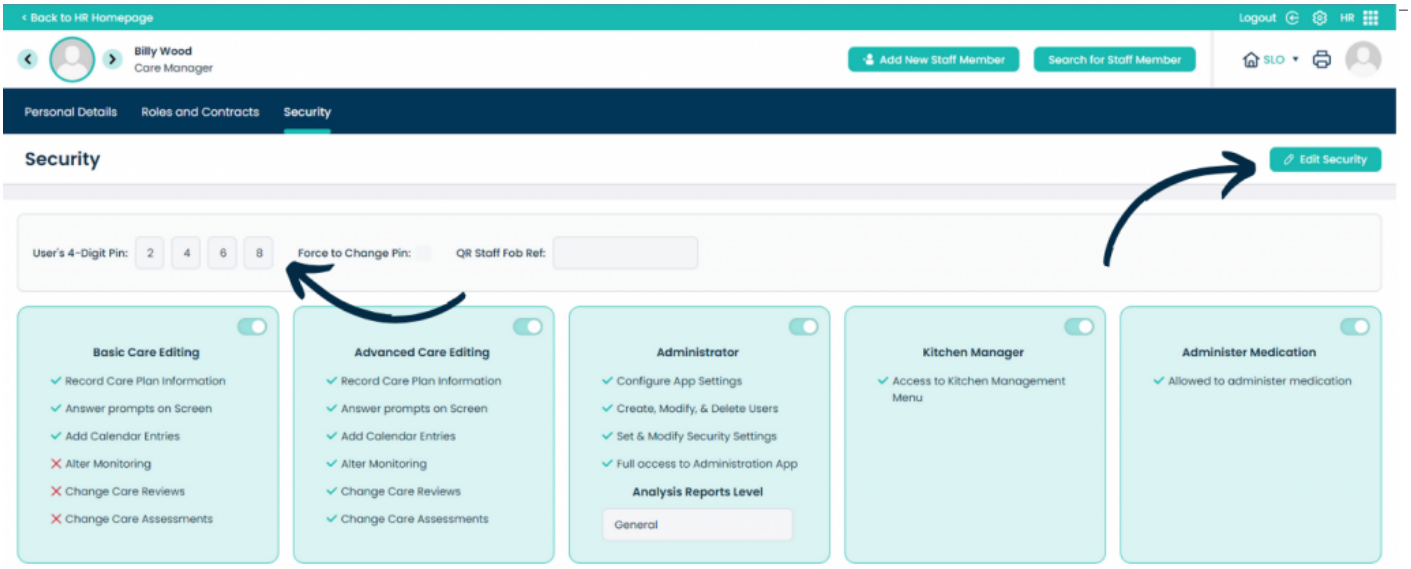

*Role:
Please select
Primary Role?
*Start Date:
dd/mm/yyyy
Initial Contract Settings
Zero Hours?
Initial Hours:
0
per week
Population Method:
Manual Population
Roster Settings
Display Order:
0
Rota Notes:
Holiday Settings
Calculation Method:
Contract Hours
Cover Hours Treatment:
No Holiday Accrued
Save Role

7

A small window will pop-up. Here, you can enter the details for the new role for the staff member. This includes the role itself, contract options, roster settings as well as the holiday configuration.

After completing the form, press **Save Role**.





9

This page will display the staff members PIN number (used for applications) as well as their access level.

Press **Edit Security** to make any changes here.

10

A yellow border will appear to show that your have entered edit mode. You can now make changes

