

Always Use Staff Locator Before You Add a New Staff Member

Most staff changes occur over the summer, so now is a good time for a refresher on the correct steps for entering new staff. Staff Locator should always be used before adding a new staff member. Failure to take the recommended steps may result in duplicate records in Infinite Campus State Edition. If a staff record for the person exists in another district, do not use "Create New District Staff." The steps you should take are:

Step 1. Use Staff Locator to determine if a staff record exists in Infinite Campus for this person. Path: Census > Staff Locator

- Enter the correct Social Security number (SSN) to search.
- If you find a match, select that record and the New Staff screen will appear.
- If you don't find a match, click "Create New District Staff" and the New Staff screen will appear.
- On the New Staff screen, enter the required fields and the employment start date.
- Click the Save button at the bottom of the screen and the Demographics tab will appear.

Step 2. On the Demographics tab, enter all required fields, See [KDE Data Standards](#) for additional data fields that must be entered. In the Personal contact Information section, the e-mail address must be for the staff member's Kentucky school e-mail account, not a personal e-mail account. Click "Save."

Step 3. Click on the District Assignment Tab, and then click "New"

- Enter the Employment Assignment Start Date: All staff must have a valid assignment start date.
- Select the appropriate (employee) type from the dropdown list.
 - For certified staff, select the appropriate type for teacher, administrator, counselor, librarian, or speech therapist.
 - For all classified staff, select either support or other.
 - If you choose "Other" from the employee type dropdown list, the system will prompt you to make a selection from the list of alternate types. Click "Save."

Step 4. For teacher employee type only, click on the Credentials tab and then click "New Credential."

- From the Credential Type dropdown, select LC Licensure/Certification.
- Enter the start date (you can use the current date in this field).
- Enter the correct license number and then click "Save." The correct Education Professional Standards Board (EPSB) ID number must be entered in this field for all certified personnel. Human resources personnel can find this number on the EPSB website in the secure Kentucky Educator Certified Inquiry lookup [here](#).