

Adding Staff Additional Details

Personal Details

Add the personal details as shown in the image.

User has to fill the mandatory fields. Other fields can be filled by user if they have information.

Transport Slab helps you to track in which bus the Staff is coming in. If you do not have Transportation facility , no need to enter this field.

Staff Photo should be in jpg, gif, png, bmp format . jpeg format is not supported.

Staff Photo file size must be less than 25KB.

Click on **Add** button inside Add staff photo. Select the photo where you saved all the staff photo in a folder.

Click on upload. You can be able to see the photo of the staff.

The screenshot shows a web form titled "Add / Edit Teacher". It contains several input fields for personal details: Employee ID* (3), First Name* (Ranganath), Last Name (Shivram), Staff Type* (BOARDMEMBERS), Transport Slab (Bus Slab), Qualification (BE), Designation (PRINCIPAL), Bank Account No (XXXXX), and Job Type* (PERMANENT). There is a photo of a man in a blue shirt. Below these fields are tabs for "Personal Details*", "Address Details*", "Experience Details", "Subject Details", "Salary Details", and "Bio Data". The "Personal Details*" tab is active, showing fields for Father's Name (Shivram), Sex* (Male), Mother's Name (Manjula), Date Of Birth (15/07/1980), Spouse Name, and Blood Group (O+). There is a section for "Add Staff's Photo" with an "Add..." button, a "Clear All" button, and a "Clear" button. At the bottom are "Add" and "Close" buttons.

Info


Transport Slab is used in Transportation module to track the staff traveling by your School bus. Transportation Module is included in Upgraded version of SchoolAdmin Lite.

Address Details

Fill the Address details as shown in the image.

User can select the State and City from the list. If you do not find state or city in the list, please enter manually.

Add / Edit Teacher

Employee ID*	3	Qualification	BE	
First Name*	Ranganath	Designation	PRINCIPAL	
Last Name	Shivram	Bank Account No	XXXXX	
Staff Type*	BOARDMEMBERS	Job Type*	PERMANENT	
Transport Slab	Bus Slab			

Personal Details*
Address Details*
Experience Details
Subject Details
Salary Details
Bio Data

Address	#384, 19G main, 1st Block, Rajajinagar	Mobile No	9741448445
ZIP Code	560091	Home Telephone	23322321
Email Id	info@marvelsoft.co.in	City*	Bangalore
State	Karnataka		

Add
Close

Experience Details


Fill the Experience details has shown in the image.

User can fill these details if they have the information, else later they can collect the information from the staff and update the experience details .

When a staff Leaves your School and Request for a Experience Certificate, you can record the staff leaving details in the Experience Details Tab by filling the below information.

- Once the School has given the Experience certificate to the staff, click on the Has furnished Certificate,Has leftTransferred check box.
- Click on update. Once we update these details. The SchoolAdmin will not carry forward the staff who have left the school, when we create a next Academic Year. And the staff who have marked Has Left The Job will not be visible in the Next Academic Year.

Add / Edit Teacher

Employee ID*	3	Qualification	BE	
First Name*	Ranganath	Designation	PRINCIPAL	
Last Name	Shivram	Bank Account No	XXXXX	
Staff Type*	BOARDMEMBERS	Job Type*	PERMANENT	
Transport Slab	Bus Slab			

Personal Details*
Address Details*
Experience Details
Subject Details
Salary Details
Bio Data

Completion Year (dd/mm/yyyy)	10/06/2004	Service In Years	7yrs
Experience Summary	7 yrs	Date of Joining (dd/mm/yyyy)	01/08/2011
Last Job	HP	Date of Confirmation (dd/mm/yyyy)	01/08/2011
Date of Leaving (dd/mm/yyyy)	30/07/2011	Old P F Number	XXX
Reason For Leaving	To work for MarvelSoft	Has Furnished Certificates	<input type="checkbox"/>
Last Job Salary	XXX	Has Left The Job	<input type="checkbox"/>

Add
Close

Subject Details

User can assign the subjects taken by the respective staff.

1. Select the subjects.
2. Click on **Copy**
3. If you have selected wrong subject, select the copied subject and click on **remove**.

Add / Edit Teacher

Employee ID*
3

First Name*
Ranganath

Last Name
Shivram

Staff Type*
BOARDMEMBERS


Transport Slab
Bus Slab

Qualification
BE

Designation
PRINCIPAL

Bank Account No
XXXXX

Job Type*
PERMANENT



Personal Details*

Address Details*

Experience Details

Subject Details

Salary Details

Bio Data

Select Subject

Kannada
Hindi
Social Science
General Science
Mathematics
Moral Science
General Knowledge

Copy all

Copy

Remove

Remove All

English

Add

Close

Salary Details

User has to enter the PF number.

Current Salary of the respective staff.

Previous Salary of the staff if they have worked in any other institution before or for the last year.

Add / Edit Teacher

Employee ID*
3

First Name*
Ranganath

Last Name
Shivram

Staff Type*
BOARDMEMBERS


Transport Slab
Bus Slab

Qualification
BE

Designation
PRINCIPAL

Bank Account No
XXXXX

Job Type*
PERMANENT



Personal Details*

Address Details*

Experience Details

Subject Details

Salary Details

Bio Data

P F Number
1234

Current Salary
12345

Previous Year Salary
12345

Add

Close

Info


In SchoolAdmin Lite you will only be able to store these information. If you need to maintain salary structure, income and deduction details to generate salary statement and pay-slip you need to purchase SchoolAdmin Premium edition.

Bio Data

User can enter the Basic details / Bio data of the Staff.

This is not mandatory. Finally Click on Add button. You can see the Success Message and Staff will be created.

Add / Edit Teacher

Employee ID*	<input type="text" value="3"/>	Qualification	<input type="text" value="BE"/>	
First Name*	<input type="text" value="Ranganath"/>	Designation	<input type="text" value="PRINCIPAL"/>	
Last Name	<input type="text" value="Shivram"/>	Bank Account No	<input type="text" value="XXXXX"/>	
Staff Type*	<input type="text" value="BOARDMEMBERS"/>	Job Type*	<input type="text" value="PERMANENT"/>	
Transport Slab	<input type="text" value="Bus Slab"/>			

Personal Details*

Address Details*

Experience Details

Subject Details

Salary Details

Bio Data

Bio Data

Name : Ranganath Shivram

Qualification : BE

Last Job : HP (Software Engineer)

Years of experience : 7yrs

Address : # 384 , 19G Main,

1st Block, Rajajinagar,

Bangalore-560091

Add

Close