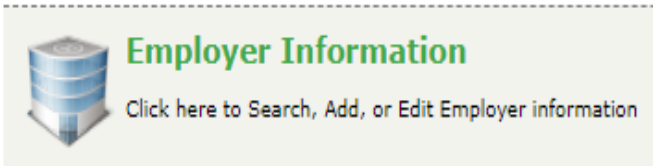
ECE-TRIS: MANAGING STAFF LIST

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 to find your program.**

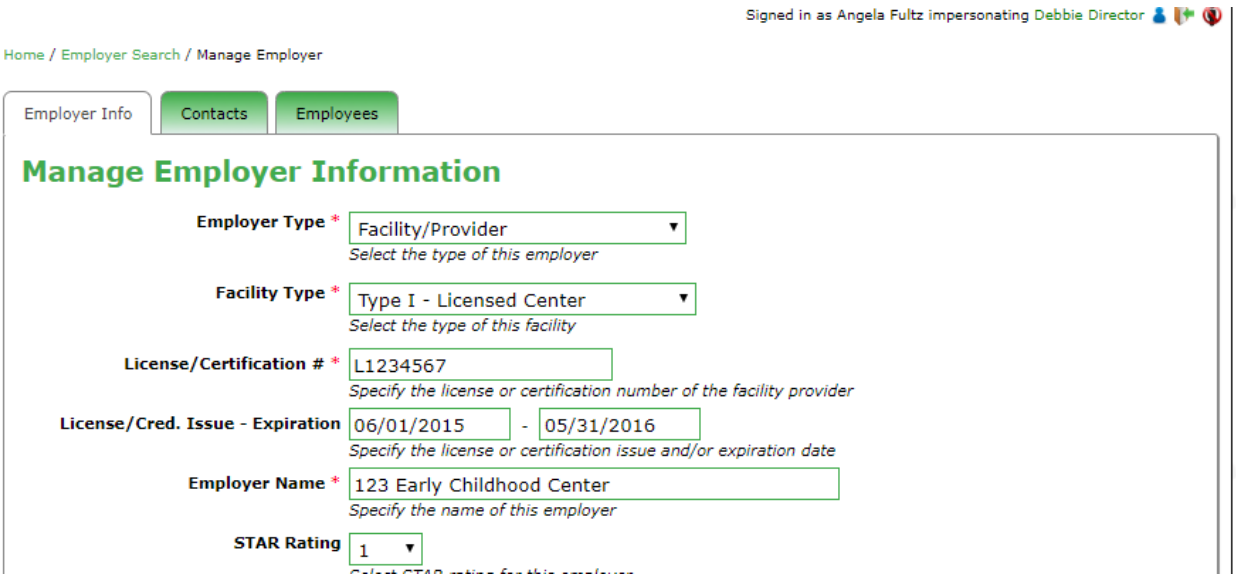


- **Click on that record to go to the Employer Details.**

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

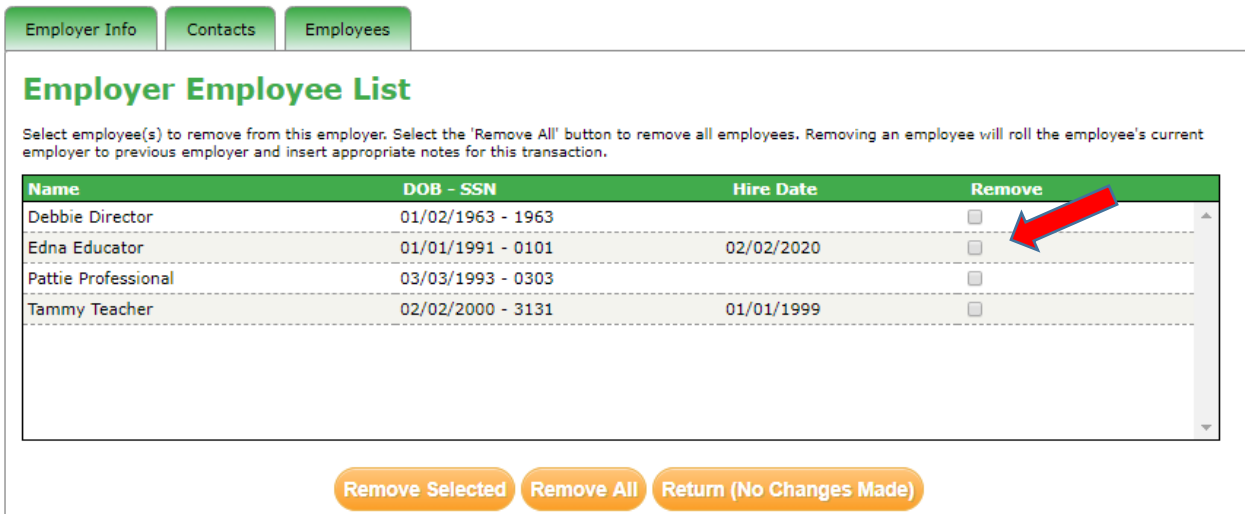
  - **Employer Info:** A summary of your program details
  - **Contacts:** This lists those with your program who have access to your staff records

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



Now we will look at the new EMPLOYEES tab.

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



- **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 account.

Additional TIPS and REMINDERS

- If an update is needed on the staff name or hire date, 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 complete the **Personal Information Form**
- If you have changes to the contacts for your program, complete the **Facility Information Form.**

Any Forms Submitted to ECE-TRIS should be faxed, mailed or uploaded to our Secure Online File Transfer Area. Please do **not** Email