



Genesis News...

...for Office Staff



Tracking Staff Information

Did You Know...

Genesis can now be used to track staff information, position, contact information, and emergency information!

✚ There is now a PPS Staff “school” inside of Genesis. You can use this to track any and all staff data.

1. When you log into Genesis, use your school dropdown to select PPS Staff.
2. The Student Search screen will open.



✚ To add staff members to the PPS Staff school, you must “enroll” them into the school, as with students!

1. Click on the Registration tab on the first toolbar.
2. Select the New Student tab from the second toolbar.
3. The registration screen will open.



Remember: Anything with a red asterisk (*) is a required field!

4. Follow the prompts on the screen to complete all required information.

Required Tab - Required Fields:

- **School** – Use the dropdown to select ZZZZZZ – PPS Staff.

Make sure you select PPS Staff as your school!!!

- **Registration Date** – This can be today’s date.
- **First Name** – This is the employee’s first name
- **Last Name** – This is the employee’s last name
- **Position/Location** – Use this to track the employee’s title and location, if applicable
- **Birth Date** – This is the employee’s date of birth (mm/dd/yyyy)
- **Ethnicity** – The employee’s ethnicity must be entered
- **Position Category** – Use the dropdown to select the category the employee’s position falls under
- **Gender** – Select male or female from the dropdown
- **Home Room** – Use the dropdown to select the employee’s home school
- **Program Type** – Always select PG – Post Graduate
- **Entry Code** – Always use E1 – Original entry
- **Hire Date** – Use this to track the date of hire. If the date is not know, enter today’s date. This cannot be left blank!

5. Select Next at the bottom of the screen.
6. You will be directed to the Address screen.

Address Tab – Required Fields:

- **Type of Address** – This should always be the legal Residence
 - **Mailing Name** – This is how you would want the name to appear on a mailing label
 - **Relationship** – Select Self from the dropdown
 - **Street Number** – The street number of the mailing address
 - **Street Name** – The name of the street
 - **City** – City name
 - **State** – State name
 - **Zip Code**– Zip code → If the zip code is not on the dropdown list, select the New ZipCode link and enter in the correct zip code for that town
 - **County** – Select the county from the dropdown list
7. Select Next at the bottom of the screen.
 8. You will be directed to the Contacts screen.

Contacts Screen – Required Fields:

- **Contact Name** – This is the name of the contact you are adding for the employee
 - **Type** – Select what type of number you are entering
 - **Phone Number** – Enter the 10 digit phone number
9. Select Register Student.
 10. You will receive a confirmation message.



A Few Tips...

- ✿ *Make sure you have all of the necessary employee information before beginning to enter him/her into the system!*
- ✿ *Make sure you select the correct ‘HomeRoom’ – this is how the employee will be associated to your school!*
- ✿ *Once you have entered your staff, you can track their data and search for them just as you would a student!*

Stay tuned for...

***How to enter vehicle information
for staff members!!!***

For help, contact

helpdesk@plainfield.k12.nj.us

Or call

Ext. 5555

***Be sure to include your location
when calling or emailing!***