

## Tips and Clarifications on Adding Staff in the COPA HR Module

New hires must be entered into COPA HR immediately upon employment. For teaching staff, it is essential that anyone who is in front of the class be entered into COPA, so that DFSS can monitor and ensure compliance with staffing requirements. THIS INCLUDES TEMPORARY STAFF CONTRACTED WITH WHILE THE AGENCY SEEKS TO HIRE A PERMANENT REPLACEMENT FOR A TEACHER WHO HAS LEFT.

If there is truly no teacher for the classroom, the classroom should be closed and the children sent home for safety reasons. Programs must comply with child/teacher ratio requirements at all times. If there is a teacher in the classroom, they should have an HR file and be assigned to the classroom in COPA.

Add New Staff	Staff Directory	Staff Navigation	Staff Assessment Monitoring	Staff Assessment Assignment	My Profile
<b>Staff Personal Info</b>					
<b>Personal Information</b>					
FSS <input type="text" value="Green West-FSS test site"/>					
Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive					
First Name <input type="text" value="Mr. Stan"/>		M.I. <input type="text" value="T"/>		Last Name <input type="text" value="Man"/>	
Address Number <input type="text" value="1234"/>		Dir <input type="text" value="S"/> Notareal		Type <input type="text" value="St."/> Apt# <input type="text" value="2"/>	
City <input type="text" value="Chicago"/>		State <input type="text" value="Illinois"/>		Employee ID <input type="text" value=""/>	
Home Phone <input type="text" value="(773)-555-5678"/>		Work Phone <input type="text" value=""/>		Zip <input type="text" value="60619"/>	
Mobile Phone <input type="text" value=""/>		<input type="checkbox"/> Consents to Receive Text Messages:		Email <input type="text" value=""/>	
SSN <input type="text" value=""/>		Gender <input type="text" value="Male"/>		D.O.B. <input type="text" value="06-03-1978"/>	
ID # <input type="text" value=""/>		ID Expiration Date <input type="text" value=""/>			
ID Type <input type="text" value=""/>		Additional ID Type <input type="text" value=""/>			
Language <input type="text" value="English"/>		Secondary Language <input type="text" value=""/>		<input type="checkbox"/> Proficient	
<b>*Proficient in more than one language other than English <input type="checkbox"/></b>					
<b>Salary and Funding Source</b>					
<input type="text" value="EHS-CCP"/>		<input type="text" value="Child Care"/>		<input type="text" value="EHS"/>	
% of Salary <input type="text" value="50"/>		% of Salary <input type="text" value="50"/>		% of Salary <input type="text" value="0"/>	
Select Funding Source <input type="text" value=""/>		Select Funding Source <input type="text" value=""/>		Select Funding Source <input type="text" value=""/>	
% of Salary <input type="text" value=""/>		% of Salary <input type="text" value=""/>		% of Salary <input type="text" value=""/>	
Ethnicity <input type="checkbox"/> Latino		Race <input type="checkbox"/> Asian		<input checked="" type="checkbox"/> Black or African American	
		<input type="checkbox"/> Native Hawaiian or Pacific Islander		<input type="checkbox"/> American Indian or Alaska Native	
				<input type="checkbox"/> Biracial or Multi-Racial	
				<input type="checkbox"/> White	
				<input type="checkbox"/> Other	
				<input type="checkbox"/> Unspecified	
<b>Background Check</b>					
Marital status <input type="text" value=""/>		Other Specify <input type="text" value=""/>		Initial Background Check <input type="text" value=""/>	
				<input type="text" value="08-19-2014"/> Expires	
Illinois State Police Clearance <input type="text" value=""/>		<input type="text" value="08-05-2019"/> Expires		Sex Offender Registry Clearance <input type="text" value=""/>	
<input type="text" value=""/>				<input type="text" value="08-05-2019"/> Expires	
FBI Clearance <input type="text" value=""/>		<input type="text" value="08-06-2019"/> Expires		SACWIS Clearance <input type="text" value=""/>	
<input type="text" value=""/>				<input type="text" value="08-05-2019"/> Expires	

The Staff file in COPA HR has a number of required fields, which must be completed in order to successfully enter a new record. If you are having issues saving a file in COPA, make sure that Agency, Site, Name, Address, Phone #, and Language have been entered.



Salary and Funding Source			
*EHS-CCP	*Child Care	*EHS	Select Funding Source
% of Salary 50	% of Salary 50	% of Salary 0	% of Salary
Select Funding Source	Select Funding Source	Select Funding Source	Select Funding Source
% of Salary	% of Salary	% of Salary	% of Salary

Please note that Funding Source fields are now mandatory. These fields let us know the grant under which a teacher or other staff person is operating. All funding sources for a given classroom must be entered in the teacher file, even if the teacher isn't actually paid out of the grant. In the above example, the teacher is in a classroom which serves children under both the EHS and EHS-CCP grants, as well as Child Care through DFSS. Even though the teacher receives no money from the EHS grant, it is entered here along with a salary percentage of "0." This is done so that the teacher will be included if we need to pull a list of all teachers in EHS funded classrooms, or pull other reports such as the EHS Program Information Report.

Salary and Funding Info			
*Salary	31200	Salary Type	
Fringe			
* Average Hourly Rate (PIR B11 a-d)	15.00		
Salary and Funding Source			
*EHS	*EHS-CCP	*Child Care	Select Funding Source
% of Salary 0	% of Salary 50	% of Salary 50	% of Salary
Select Funding Source	Select Funding Source	Select Funding Source	Select Funding Source
% of Salary	% of Salary	% of Salary	% of Salary

It is important to enter all staff information completely and accurately. Please note that COPA calculates annual salary for all employees whose salary is not listed as "Yearly." A staff with a "Monthly" salary will have the number multiplied by 12 to get the yearly number. A "Bi-Weekly" salary will be multiplied by 26, and a "Semi-Monthly" salary will be multiplied by 24. If the full annual salary is entered on the Salary line and the salary is listed as "Bi-Weekly," reports will show the staff person with 26 times their actual salary! Staff with no salary entered will still be included in agency averages as "0," which will make the numbers reported inaccurately low. All teacher salaries MUST be entered in COPA, with no exceptions. It does not matter if the teacher is permanent or contracted staff, the salary information is required.



Please note that COPA has been recently modified to include both an “Initial Hire Date” and a “Start Date.” For staff working under a Head Start or Early Head Start grant, there must be a background check date on file with a date BEFORE the staff person began working under the grant. This has proved confusing for some sites, in which some teachers worked in the classroom for many years before the agency gained Head Start funding, and thus were not held to the same standard when they were hired. This is the reason for the two dates. When new sites are added to COPA because they have gained funding through DFSS, the “Start Date” for all staff must be the date the funding takes effect or later. For example, if a site is added effective December 1, 2019, the “Start Date” for ALL staff will be December 1, 2019 or later, EVEN IF SOME TEACHING STAFF HAVE BEEN WORKING THERE SINCE 1987. Their “Initial Hire Date” may be years ago, but their “Start Date” will be the day the funding begins, and all staff working under a Head Start or EHS grant must have a background check dated prior to their “Start Date.”

Staff Employment Info									
Name:	Agency:			Site:			Employee ID:		
Employment Information									
Effective Date	04-18-2018	Initial Hire Date	10-16-2006	<input type="checkbox"/> *Replacement Hire	Probation Ends	04-16-2007			
Interview Date		Start Date	11-01-2006						
*Position	Professional IV			*Year in position			12		
*Classification	Child Development Staff			<input type="checkbox"/> Works directly with families	Classification Date	11-01-2006	Org Number		

Because of the above requirement, it is essential to record any subsequent background check re-screening correctly. The Initial Background Check date must NOT be updated, and should always be before the employee’s “Start Date.” Re-screenings should have the individual background checks updated, such as Illinois State Police Clearance, Sex Offender Registry Clearance, and FBI Clearance. But the Initial Date should stay the same, enabling us to see that the individual was cleared before hire.

Background Check									
Marital status	Other Specify			Initial Background Check	08-19-2014			Expires	
Illinois State Police Clearance	08-05-2019			Sex Offender Registry Clearance	08-05-2019			Expires	
FBI Clearance	08-06-2019			SACWIS Clearance	08-05-2019			Expires	

A final note: for classroom staff, please be aware that Classification refers to the age range of children served. A teacher in a birth – 3 classroom must be documented as Infant and Toddler Child Development Staff, while a teacher in a 3-5 classroom should be documented as Child Development Staff:

*Position	Teacher		
*Classification	Infant and Toddler Child Development Staff	<input type="checkbox"/> Works directly with families	Classification Date
Agency	FSS		Site

This distinction allows us to sort teachers by classroom age range regardless of funding.

