

Focus On: Staff Drawer

The Staff Drawer in EZ-CARE2 lets you do more than just track staff information. Through the use of the Development and Scheduling tabs, you can **better manage** your most important (and expensive) resource. Here are some ideas for getting the most from this module.

Since you can add up to 9 pages of information on your staff, you can include additional fields and keep track of:

- Dates for employee reviews with the Checklist superfield
- Employment and benefits information
- Performance review information with the Notes superfield
- Medical information
- Emergency contact information
- E-mail addresses

Tracking Staff Development

The Development tab allows you to track continuing education credits for your teachers. Reports can be generated by teacher with a listing of classes they attended for a given period. The report can also be produced listing all the staff who have taken a particular class.

Analyzing Class Profitability

Revenue Vs. Labor Cost Report						Date: 07/03/2001
EZ-Going Day Care						Time: 11:11 AM
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Class	No. Of Children	No. Of Employees	Revenue \$	Labor Cost	Profit (Loss)	Labor Percent
Inf	12	3	\$1,920.00	\$1238.00	\$682.00	64.48%
Kind	18	1	\$1,350.00	\$320.00	\$1,030.00	23.70%
Pre	18	2	\$1,476.00	\$645.00	\$831.00	43.70%
School Age	16	1	\$750.00	\$140.00	\$610.00	19.44%
Toddler	21	1	\$1,701.00	\$680.00	\$1,021.00	39.98%
Totals			\$8,932.00	\$3,791.00	\$5,141.00	42.44%

Personnel costs are the largest percentage of a center's expenses. The Staff drawer includes a **Revenue vs. Labor Cost** report. This report allows you to see your revenue and labor costs for a given period and calculates what percentage of your revenues is attributable to labor costs, by class. This information is useful to evaluate the financial performance of specific classes or programs.



Staff Attendance Information

If you are already using the scheduling module, you know that EZ-CARE2 can keep track of schedules and attendance for your staff. There are also additional reports that combine staff and children's attendance data that are helpful in the overall management of your center.

Hour Types can allow you to track the hours or days that a staff member is absent, sick, or on vacation for the duration of their employment. Run the **Staff Attendance Analysis** report for any time period to retrieve this information in detail or summary.

The **Staffing Level Analysis** report informs you by time period during the day (every hour, 30 minutes, etc.) if you are over or under-staffed. There is also an option to run the report for combined classes, to evaluate combining rooms early and late in the day.

