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Head Start  
Staff Tracking Application  
Version 2.0

# Users Guide

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## Introduction

### *Welcome to Head Start Staff Tracker*

New York City Head Start programs serve over 17,000 pre-school children from low-income families throughout the five boroughs. Head Start is comprised of approximately 77 distinct sponsor delegate agencies with about 3500 staff members in over 260 locations. Having staff members in so many locations poses significant challenges to effectively managing legal, human resource, and finance related concerns of the program.



The mission of this software application, the **Head Start Staff Tracking System**, or “Staff Tracker,” is to make it easier for you to effectively manage agency information, including information about agency site locations and staff members. Available through Internet browsers, this solution enables you to make better educated business decisions by making it easier to access up-to-date agency information collected in one place.

This intranet web site application allows you to:

- Setup and maintain Staff Tracker users, and allow each user to have only certain system access privileges, to protect the privacy of sensitive information
- Look up agency information, create new agency data, and maintain all agency data, including site information
- Create staff positions in agencies, view, and fill those vacant positions
- Enter and manage employee information, including personal information, insurance information, salary, title, job history, and more
- Store scanned documents such as education and certification credentials
- Update application pull down menus, check lists, and radio button lists through an easy-to-use form
- Display and print existing database reports in Adobe Acrobat or Excel formats.

This manual covers information needed by all levels of Staff Tracker users. However, depending on how your Staff Tracker User ID has been set up, you might only be able to access certain parts of the system. The access levels required for each feature are listed throughout the manual. Your Staff Tracker system administrator is responsible for creating User IDs and setting access levels for each user.

