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Navigating the Employees Tab of an Organization Profile

This guide will assist you in navigating the Employees tab of an organization profile and understanding an employee's membership status.

Organization Profile

#28108
Tammy's Tots

Child Care License ID : DG730394804
ACTIVE

| Status | Org Details | Program Info | Classrooms | STARS | Employees | Technical Assistance | Reports |

Registered Employees

Manage Invites

The following list of employees has been gathered by the Michigan Registry through individual application data entry. Use the "Update" link to modify employment records. Please Contact Us if you have questions or concerns regarding this list.

View Employees

Current Employees ▼

ID	Name	Title	Date	Membership	Current Status	Status	
52194	Barry, Bethany	Assistant Teacher	11/10/2019 - Current	Foundational Level One- Expires 11/30/2019	Expired	Self Reported	Update
52193	Hodge, Harry	Assistant Teacher	11/12/2009 - Current	Foundational Level One- Expires 12/31/2020	Applied	Self Reported	Update
52192	Johnson, Jessica	Assistant Director	6/10/2005 - Current	Professional Level Two - A- Expires 12/31/2020	Current	Self Reported	Update
52191	Long, Larry	Assistant Teacher	9/10/2019 - Current	Foundational Level One- Expires 12/31/2020	Awaiting Print	Self Reported	Update
52190	Notts, Nancy	Assistant Teacher	6/6/2016 - Current		On Hold	Verified by Program	Update
52189	Robertson, Rachel	Lead Caregiver/Teacher/Schoolage Staff	7/23/2019 - Current		Materials Received	Verified by Program	Update
52181	Sample, Sarah	Administrator/Program Director/Schoolage Site Supervisor	9/10/2016 - Current		Applied	Verified by Program	Update
52180	Taylor, Tammy	Owner/Operator	7/7/1999 - Current			Verified by Program	Update

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1. This menu lets you navigate from your current employees to your past employees. You will not have access to your past employees' learning records.

2. The Membership column will be populated if an individual has ever had a membership, with the most current membership listed. It will list the Career Pathway Level as well as the expiration date of the current membership. If the column is blank, the individual has never had a current membership. Please take a look at the Career Pathway document here.

3. The Current Status column is populated with the status of the individual's current status or application for membership. If the column is blank, the individual has not applied for membership.
   a. **Applied**- The individual has applied for membership, but we have not received any documentation yet. Once a membership application is submitted the individual's profile is locked from editing. They can still search, register, and complete training.
   b. **Materials Received**- We have received documentation for their membership, the individual can check the staff notes on their individual profile for more information on the documents received. The six week standard membership processing time begins (on the date) when the first piece of documentation is received from the individual.
   c. **On Hold**- We have received official transcripts for the employee. The individual will be 'On Hold' until we finalize the credit breakdown from their transcripts. Currently we are prioritizing individuals whose employment is connected to organizations with expiring Great Start to Quality star ratings or whose license is in Original status.
   d. **Awaiting Print**- The individual's documentation has been processed, and we are going through our final quality assurance processes.
   e. **Current**- The individual's membership has been fully processed and they are current. Their profile is open for editing. Membership is current for a year and they can renew at any time.
   f. **Expired**- The individual's membership has expired. They can log in to their account, click the 'Renew your membership' box and click the **APPLY/RENEW** button.

4. The status column shows whether an employee has been verified as an employee by an organization profile user.

5. Click the **UPDATE** button next to any employee that is listed as 'Self- Reported' and update their status to 'Verified by Program'.

To learn more about the **MANAGE INVITES** button, please see our step-by-step guide here.