

RTIS Employee Maintenance



Knowledge Base Article

RTIS Employee Maintenance

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RTIS Employee Maintenance

Overview

The RTIS Maintain Staff screen provides ability to maintain staff at your agency and allows users to search for employees at any other agency employed in the Statewide Automated Child Welfare Information System (SACWIS) and Residential Treatment Information System's (RTIS).

Navigating the RTIS Employee Search Screen

From the RTIS Dashboard, click on Administration/Employee Search

The first step in creating an employee in RTIS is completing an Employee Search.

Both SACWIS and RTIS allow you to use an existing employee record for a previously employed worker to prevent duplication and to maintain an employee's full work history in one place.

You can search for an employee by any of the following criteria.

- Last Name/First Name/Agency
- Person ID
- Employee ID

After entering your search criteria and clicking search, results will be returned.

The screenshot shows the Ohio RTIS interface. At the top, there is a blue navigation bar with the Ohio RTIS logo, a 'Recent' dropdown, a 'Help' dropdown, and a user profile for 'Wallace, Mia'. Below this is a dark blue menu bar with options: 'Dashboard', 'Workload', 'Youth Search', and 'Administration' (which is selected). The main content area is titled 'Maintain Staff - Search for Employee'. It contains a search form with the following fields: 'Last Name:', 'First Name:', 'Person ID:', and 'Employee ID:'. Each field has a text input box, and 'OR' labels are placed between the 'First Name' and 'Person ID' fields, and between the 'Person ID' and 'Employee ID' fields. Below these fields is an 'Agency:' dropdown menu. There is a checkbox labeled 'Include Inactive' which is checked. Below the search form, there is a section for 'Name Match Precision' with a description: 'Returns results matching entered names including AKA names/nicknames'. This section includes a toggle switch currently set to 'Fewer Results' (green) and a text input field for '+ AKA/ Nicknames'. Below the toggle is the text 'More Results'. At the bottom of the form are two buttons: 'Search' and 'Clear Form'.

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An edit link will display either when an employee has a current RTIS job for your agency, or when the employee record is currently terminated. After completing an employee search an Add New Employee Button will appear.

Search Results							
Result(s) 1 to X of 128 / Page 1 of Z							
	Employee Name / ID	Person ID	Email	Work Number	Supervisor	Unit Description	Agency
edit	Lastname, Firstname / 000000	00000000	<Email Address>	<Phone Number>	Lastname, Firstname	<Description>	<Agency>
	Lastname, Firstname / 000000	00000000	<Email Address>	<Phone Number>	Lastname, Firstname	<Description>	<External Agency>
edit	Lastname, Firstname / 000000	00000000	<Email Address>	<Phone Number>	Lastname, Firstname	<Description>	<Agency>
			INACTIVE				

« 1 2 3 4 5 »

[Add New Employee](#)

Adding New Employee

If no search results are returned for a new employee, supervisors will click on the Add New Employee Button. The supervisor will be taken to the Employee Details screen.

If the employee is currently employed, either in SACWIS or another RTIS agency please note the Person ID on the previous employee search screen. That person ID can be entered into the Person ID box and the Retrieve button clicked. When the Person ID is retrieved it will automatically populate that employee's name into the new employee record.

If the employee is brand new to both RTIS and SACWIS, then supervisors will enter all available information (required information is denoted by a red asterisk) in the Employee Details section.

Ohio RTIS
Recent ▾
? Help ▾
Wallace, Mia ▾

Add Employee

Administration

EMPLOYEE / ID: <i>Dewitt, Jimmy Chainsaw / 00000000</i>	PERSON ID: <i>00000000</i>	AGENCY: <i><Agency Name></i>
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Employee Details

Person ID:

Retrieve

OR

Last Name: *

First Name: *

Middle Name:

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Work Phone Number: Ext: Email Address:

Hire Date: * 

BCI Requested Date:  BCI Received Date:  Sex Offender Registry Search Completed Date: 

After all available information is entered in the Employee Details screen, the Supervisor will add available RTIS Access in the Job Details Screen based on the Employee's work responsibility at your agency.

The No Supervisor in RTIS checkbox will override the need to select a Supervisor. This checkbox would be used for a Program Administrator or a Director.

The Supervisor dropdown will list all current Supervisors for your agency. Select the Supervisor that the new employee will report to. Once the Supervisor is selected from the dropdown, the Supervisor will then select the role from Available RTIS Access based on the Employee's work responsibility and add the role to the Selected RTIS Access. Once Job Details have been completed click Save.

Job Details

RTIS Access Start Date:
MM/DD/YYYY

No Supervisor in RTIS

Supervisor:

Available RTIS Access:

Q Add All Add

RTIS Worker
RTIS Supervisor

Selected RTIS Access:

Remove Remove All Q

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Reactivating and Existing Employee

If an employee has returned in the Search Results that is not employed in SACWIS or RTIS an Inactive Badge will appear. This employee record can be reused to provide access to RTIS. The Supervisor will click on the edit link to access the Employee Profile.

Search Results							
Result(s) 1 to 1 of 1 / Page 1 of 1							
	Employee Name / ID	Person ID	Email	Work Number	Supervisor	Unit Description	Agency
edit	Worker, RTIS / 10417786 INACTIVE	10436741					

To reactivate employee, click on Add Job under the Job History Section.

Dashboard Workload Youth Search Administration -

Manage Employee & Job(s)

Administration

EMPLOYEE / ID	PERSON ID	AGENCY
Worker, RTIS / 10417786	10436741	

Employee Details

Last Name: * First Name: * Middle Name:

Work Phone Number: Ext: Email Address:

Hire Date: * Termination Termination Date:

On-Leave Indicator

DCI Requested Date: DCI Received Date: Sex Offender Registry Search Completed Date:

Job History

RTIS Access Start Date	RTIS Access End Date	Unit	Supervisor
12/30/2013	05/30/2021	RTIS	Supervisor, RTIS

Managed Employees

No employees found.

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Fill in the employee's new job information and click Save.

Job Details
Administration

EMPLOYEE / ID Worker, RTIS / 10417786	PERSON ID 10436741	AGENCY
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Job Details

RTIS Access Start Date:
05/30/2021

No Supervisor in RTIS

Supervisor:
ResidentialSupervisor, Raphael

Available RTIS Access:

RTIS Supervisor

Selected RTIS Access:

RTIS Worker

Save **Cancel**

Upon save you will be returned to the Employee Details screen where you now can edit the Employee information in the Employee Details section.

✔ Your data has been saved.

Manage Employee & Job(s)
Administration

EMPLOYEE / ID Worker, RTIS / 10417786	PERSON ID 10436741	AGENCY Buckeye Ranch, Inc.
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Employee Details

Last Name: *
Worker

First Name: *
RTIS

Middle Name:

Work Phone Number:

Ext:

Email Address:

Hire Date: *
12/30/2013

Termination

On-Leave Indicator

BCI Requested Date:

BCI Received Date:

Sex Offender Registry Search Completed Date:

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Edit an Existing Employee

If an Employee was returned in the search results that is currently employed with your RTIS Agency, an edit link will display. Clicking on edit gives you the ability to update Employee Details, terminate the employee, or add a new job and security.

Terminating an Employee

If an Employee is no longer working for your RTIS Agency or no longer needs RTIS access, the employee should be terminated by checking the Termination box and clicking Save.

Employee Details

Last Name: *	First Name: *	Middle Name:
Worker	RTIS	

Work Phone Number:	Ext:	Email Address:

Hire Date: *	<input checked="" type="checkbox"/> Termination	Termination Date:
12/30/2013		05/30/2021

On-Leave Indicator

BCI Requested Date:	BCI Received Date:	Sex Offender Registry Search Completed Date:

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.