

# Substitute Employee Management System

## CHANGES & ENHANCEMENTS VIA SMARTFIND EXPRESS

	Teachers & Special Education Paraeducators	Administrators, Timekeepers & Administrative Secretaries	Substitutes
<i>Log-in</i>	<p><b>WEB</b> Outlook log-in name as user ID and Outlook password as password</p> <p><b>PHONE</b> employee ID number (EIN)* and PIN*</p>	<p><b>WEB</b> Outlook log-in name as user ID and Outlook password as password</p> <p><b>PHONE</b> employee ID number (EIN)* and PIN*</p>	<p><b>WEB</b> Outlook log-in name as user ID and Outlook password as password</p> <p><b>PHONE</b> employee ID number (EIN)* and PIN*</p>
<i>Prearranging a substitute</i>	<p><b>WEB</b> When you click on the <i>Create Absence</i> tab to create an absence you can prearrange your substitute by using the substitute's 5-digit EIN or name look up.</p> <p><b>PHONE</b> You can prearrange a substitute by entering their 5-digit EIN.</p>	<p><b>WEB</b> If you are creating an absence or vacancy for an employee you can prearrange a substitute by using the substitute's 5-digit EIN or name look up.</p> <p><b>PHONE</b> You can prearrange a substitute by entering their 5-digit EIN.</p>	<i>Not applicable to this user</i>
<i>Attaching lesson plans and other teaching materials</i>	<p><b>WEB</b> When you click on the <i>Create Absence</i> tab to create an absence you can attach your lesson plans and other teaching materials to the assignment.</p>	<p><b>WEB</b> When you click on the <i>Create Absence</i> tab to create an absence you can attach lesson plans and other teaching materials to the assignment.</p>	<i>Not applicable to this user</i>
<i>Review your list of locations</i>	<i>Not applicable to this user</i>	<i>Not applicable to this user</i>	<p><b>WEB</b> To review the locations that are currently in your profile, click on the <i>Schedule</i> tab and then select <i>Locations</i> from the dropdown menu.</p>

	<b>Teachers &amp; Special Education Paraeducators</b>	<b>Administrators, Timekeepers &amp; Administrative Secretaries</b>	<b>Substitutes</b>
<i>Review your classifications</i>	<i>Not applicable to this user</i>	<i>Not applicable to this user</i>	<b>WEB</b> To review the classifications/ subjects that are currently in your profile, click on the <i>Schedule</i> tab and then select <i>Classifications</i> from the dropdown menu.
<i>Creating and saving reports</i>	<i>Not applicable to this user</i>	<b>WEB</b> This feature allows you to create a report and save it to use again.	<i>Not applicable to this user</i>
<i>Reviewing available substitutes</i>	<i>Not applicable to this user</i>	<b>WEB</b> This feature allows you to review which substitutes are still available for assignments. It will list substitutes who are signed up for your location and show that they do not have an assignment through SFE. When you review available substitutes, it displays their telephone numbers, including area code.	<i>Not applicable to this user</i>
<i>Reviewing available assignments</i>	<i>Not applicable to this user</i>	<i>Not applicable to this user</i>	<b>PHONE &amp; WEB</b> The system will offer only that day's assignments until after 10:00 a.m.
<i>Viewing assignments/absences</i>	<b>WEB</b> You can review your absences in calendar or list view.	<b>WEB</b> You can review your school's absences in calendar or list view.	<b>WEB</b> You can review your assignments in calendar and list view.
<i>Changing your PIN</i>	<b>WEB</b> You can change your PIN number to a PIN of your choosing.	<b>WEB</b> You can change your PIN number to a PIN of your choosing.	<b>WEB</b> You can change your PIN number to a PIN of your choosing.
<i>Announcements</i>	<i>Not applicable to this user</i>	<b>WEB</b> You can create announcements on the Web that can be viewed by employees and substitutes who are assigned to your location.	<i>Not applicable to this user</i>

	<b>Teachers &amp; Special Education Paraeducators</b>	<b>Administrators, Timekeepers &amp; Administrative Secretaries</b>	<b>Substitutes</b>
<i>Viewing filling details</i>	<i>Not applicable to this user</i>	<b>WEB</b> This feature allows you to view which substitutes were called and/or viewed the assignment, and which declined and/or cancelled out of the assignment.	<i>Not applicable to this user</i>
<i>Help tab</i>	<b>WEB</b> The <i>Help</i> tab takes you to user guides and how-to videos.	<b>WEB</b> The <i>Help</i> tab takes you to user guides and how-to videos.	<b>WEB</b> The <i>Help</i> tab takes you to user guides and how-to videos.
<i>Job counts</i>	<i>Not applicable to this user</i>	<b>WEB</b> This allows you to review job counts for all locations.	<i>Not applicable to this user</i>
<i>Updating and changing job details</i>	<i>Not applicable to this user</i>	<b>WEB</b> This allows school administrators to update and/or change any open/active jobs. With the exception of the date, they can also change or update any completed job.	<i>Not applicable to this user</i>
<i>Reviewing your jobs (to view the substitute who has accepted the job)</i>	<b>WEB</b> When reviewing your jobs, the system displays the substitute's telephone number, including area code.	<b>WEB</b> When reviewing your jobs, the system displays the substitute's telephone number, including area code.	<i>Not applicable to this user</i>