

How To Cancel a Job in SEMS/SmartFind

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Navigate to

<https://montgomerycountymd.eschoolsolutions.com/homeAction.do>

The screenshot displays the SEMS/SmartFind home page. At the top, it says 'Home' and 'April 14, 2025'. Below this is an 'Announcements' section. A navigation bar includes 'Include NSR' (checked), 'Locations', and 'Classifications'. The main content area is split into two panels. The left panel, titled 'Today's Jobs' for '04/14/2025', has checkboxes for 'Absences' and 'Vacancies' (both checked). It shows 'No data to display.' and a legend for 'Filled (0)', 'Not Filled (0)', and 'No Sub Required (0)'. The right panel, titled 'Total vs Filled Jobs' for the period '04/08/2025 - 04/21/2025', contains a line chart. The chart shows two lines: 'Total' (blue) and 'Filled Jobs' (green). The 'Total' line peaks at 5 jobs on April 10 and drops to 0 by April 13. The 'Filled Jobs' line peaks at 2 jobs on April 9 and 10 and drops to 0 by April 13. The x-axis is labeled 'Apr 2025' and the y-axis is labeled 'Jobs'.

| Date | Total Jobs | Filled Jobs |
|--------------|------------|-------------|
| Apr 8, 2025 | 2 | 1 |
| Apr 9, 2025 | 4 | 2 |
| Apr 10, 2025 | 5 | 2 |
| Apr 11, 2025 | 3 | 0 |
| Apr 12, 2025 | 0 | 0 |
| Apr 13, 2025 | 0 | 0 |
| Apr 14, 2025 | 0 | 0 |
| Apr 15, 2025 | 0 | 0 |
| Apr 16, 2025 | 0 | 0 |
| Apr 17, 2025 | 0 | 0 |
| Apr 18, 2025 | 0 | 0 |
| Apr 19, 2025 | 0 | 0 |
| Apr 20, 2025 | 0 | 0 |
| Apr 21, 2025 | 0 | 0 |

2 Click "Administrator"

Montgomery's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

Employee name or Access ID [Stop Impersonation](#)

- Home
- Administrator**
- TimeKeeping Log
- Reports

Home

Announcements

Include NSR [Locations](#) [Classifications](#)

Today's Jobs

04/14/2025

Absences Vacancies

No data to display.

Total vs Filled Jobs

04/08/2025 - 04/21/2025

Jobs

■ Total ■ Filled Jobs

| Date | Total | Filled Jobs |
|--------------|-------|-------------|
| Apr 8, 2025 | 2 | 1 |
| Apr 9, 2025 | 4 | 2 |
| Apr 10, 2025 | 5 | 2 |
| Apr 11, 2025 | 3 | 1 |
| Apr 12, 2025 | 0 | 0 |
| Apr 13, 2025 | 0 | 0 |
| Apr 14, 2025 | 0 | 0 |
| Apr 15, 2025 | 0 | 0 |
| Apr 16, 2025 | 0 | 0 |
| Apr 17, 2025 | 0 | 0 |
| Apr 18, 2025 | 0 | 0 |
| Apr 19, 2025 | 0 | 0 |
| Apr 20, 2025 | 0 | 0 |
| Apr 21, 2025 | 0 | 0 |

Apr 2025

● Filled (0) ● Not Filled (0) ● No Sub Required (0)

3 Click "Job Inquiry/Reports"

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- Create Absence
- Create Vacancy
- Daily Job Count
- Job Inquiry/Reports**
- Priority Lists
- Profile Inquiry/Reports
- General
- Administrator
- Employee
- Substitute

Home

Announcements

Include NSR [Locations](#) [Classifications](#)

Today's Jobs

04/14/2025

Absences Vacancies

No data to display.

Total vs Filled Jobs

04/08/2025 - 04/21/2025

Jobs

■ Total ■ Filled Jobs

| Date | Total | Filled Jobs |
|--------------|-------|-------------|
| Apr 8, 2025 | 2 | 1 |
| Apr 9, 2025 | 4 | 2 |
| Apr 10, 2025 | 5 | 2 |
| Apr 11, 2025 | 3 | 1 |
| Apr 12, 2025 | 0 | 0 |
| Apr 13, 2025 | 0 | 0 |
| Apr 14, 2025 | 0 | 0 |
| Apr 15, 2025 | 0 | 0 |
| Apr 16, 2025 | 0 | 0 |
| Apr 17, 2025 | 0 | 0 |
| Apr 18, 2025 | 0 | 0 |
| Apr 19, 2025 | 0 | 0 |
| Apr 20, 2025 | 0 | 0 |
| Apr 21, 2025 | 0 | 0 |

Apr 2025

● Filled (0) ● Not Filled (0) ● No Sub Required (0)

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Click the "Enter Job #:" field and type in the job number. Alternatively, you can search by Job Status and/or dates.

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Expanding Opportunity and Unleashing Potential

Employee name or Access ID ? Stop Impersonation

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TimeKeeping Log
Reports

Job Inquiry

Search Criteria

Enter Job #: OR
Split from Job #:

OR

Job Type: All Absences Vacancies
Job Location Type: All Remote Partly Remote Non-Remote
Job Status:
Sub Status:
Accepted Via:

Search from:
(MM/DD/YYYY) (MM/DD/YYYY)

Sort Order: Then by:

Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)

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Click Search.

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Job Inquiry

Search Criteria

Enter Job #: OR
Split from Job #:

OR

Job Type: All Absences Vacancies
Job Location Type: All Remote Partly Remote Non-Remote
Job Status:
Sub Status:
Accepted Via:

Search from:
(MM/DD/YYYY) (MM/DD/YYYY)

Sort Order: Then by:

Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)

6 Click on the Job Number hyperlink.

Split from Job #:

OR

Job Type: All Absences Vacancies

Job Location Type: All Remote Partly Remote Non-Remote

Job Status:

Sub Status:

Accepted Via:

Search from: Search to:

Sort Order: Then by:

Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)

Job List

1 items found, displaying 1 to 1.

[Export to Excel](#)

[Set All to Verify](#) [Save Verified](#)

| Job # | Employee Name | Substitute Name | Location | Reported Date | Text |
|-----------------------------|--|--|--|--------------------|----------|
| Status | Job Start | Sub Start | Classification | Class Pay Rate | Voice |
| Verify | Job End | Sub End | Reason | Sub Pay Rate | Comments |
| | Job Duration | Sub Time Worked | Workshop Code | Split from Job # | File |
| 2555669 | Leopold, Amanda | Young, Alexa | REDLAND MS Address: 6505 Muncaster Mill Road Rockville, MD 20855 | 08/30/2024 7:05 PM | No |
| Finished/ Admin Assigned | 12/02/2024 07:45 AM 12/02/2024 03:15 PM | 12/02/2024 07:45 AM 12/02/2024 03:15 PM | MATH PERSONAL LEAVE | | No No |
| <input type="checkbox"/> | 07:30 | | | | No |

[Export to Excel](#)

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7 Click the "No" field.

Home

Administrator

TimeKeeping Log

Reports

Job Detail

Job Number: 2555669

Location Type: Non-Remote

Location: REDLAND MS

Address: 6505 Muncaster Mill Road
Rockville, MD 20855

Status: Finished/Admin Assigned

Employee: [Leopold, Amanda](#)

Access ID: 99890

Classification: MATH

Calendar: All Locations

Search Rule: General Callout

Step: 1-Specified Substitute

Substitute Timekeeping: [Check in History](#)

Substitute File Attachments: None

[Create Report](#) [Filing Details](#) [Activity Log](#) [Audit Log](#) [Communication Log](#) [Split Job](#) [Reset](#) [Return To List](#) [Save](#)

Clicking the "Cancel Job/NSR Job" button will not save other changes

Send notification to canceled substitute? Yes No [Cancel Job](#)

Send notification to NSR substitute? Yes No [NSR Absence](#)

Changes are not updated until Save is pressed

Verify Job: Yes No

Reason: 3 PERSONAL LEAVE

Workshop Code:

Date From: 12/02/2024 To: 12/02/2024

Weekly Schedule: Times

| | Start Time (hh:mm am) | End Time (hh:mm am) | Substitute Time Worked (hh:mm) |
|--------|--------------------------|------------------------|--------------------------------------|
| Monday | 07:45 AM | 03:15 PM | 07:30 |

Assigned Substitute Name: [Young, Alexa](#)

Modify the assigned substitute

Substitute ID: [Name Lookup](#)

8 Click "Cancel Job."

Home
Administrator
TimeKeeping Log
Reports

Job Detail

Job Number: 2555669
Status: Finished/Admin Assigned
Employee: Leopold, Amanda
Access ID: 99890

Location Type: Non-Remote
Location: REDLAND MS
Address: 6505 Muncaster Mill Road
Rockville, MD 20855
Classification: MATH
Calendar: All Locations
Search Rule: General Callout
Step: 1-Specified Substitute

Substitute Timekeeping: [Check-in History](#)

Substitute File Attachments: None

[Create Report](#) [Filing Details](#) [Activity Log](#) [Audit Log](#) [Communication Log](#) [Split Job](#) [Reset](#) [Return To List](#) [Save](#)

Clicking the "Cancel Job/NSR Job" button will not save other changes

Send notification to canceled substitute? Yes No [Cancel Job](#)

Send notification to NSR substitute? Yes No [NSR Absence](#)

Changes are not updated until Save is pressed

Verify Job: Yes No

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Workshop Code:

Date From: 12/02/2024 To: 12/02/2024

Weekly Schedule: Times

| | Start Time (hh:mm am) | End Time (hh:mm am) | Substitute Time Worked (hh:mm) |
|--------|--------------------------|------------------------|--------------------------------------|
| Monday | 07:45 AM | 03:15 PM | 07:30 |

Assigned Substitute
Name: Young, Alexa

Modify the assigned substitute
Substitute ID: [Name Lookup](#)

9 Click "Yes." Please note that you cannot undue the cancellation of a job.

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Expanding Opportunity and Strengthening Potential

Employee name or Access ID [Stop Impersonation](#)

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Administrator
TimeKeeping Log
Reports

Job Detail

Confirm Cancel
Please confirm that this job will be canceled. Note: Other changes will not be saved.
Are you sure?
 Yes No

Job Number: 2555669
Status: Finished/Admin Assigned
Employee: Leopold, Amanda
Access ID: 99890

Location Type: Non-Remote
Location: REDLAND MS
Address: 6505 Muncaster Mill Road
Rockville, MD 20855
Classification: MATH
Calendar: All Locations
Search Rule: General Callout
Step: 1-Specified Substitute

Substitute Timekeeping: [Check-in History](#)

Substitute File Attachments: None

[Create Report](#) [Filing Details](#) [Activity Log](#) [Audit Log](#) [Communication Log](#) [Split Job](#) [Reset](#) [Return To List](#) [Save](#)

Clicking the "Cancel Job/NSR Job" button will not save other changes

Send notification to canceled substitute? Yes No [Cancel Job](#)

Send notification to NSR substitute? Yes No [NSR Absence](#)

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Verify Job: Yes No

Reason: 3 PERSONAL LEAVE

Workshop Code:

Date From: 12/02/2024 To: 12/02/2024