SMARTFIND EXPRESS PAYROLL REPORTING

SMARTFIND EXPRESS PAYROLL REPORTING OVERVIEW

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SmartFind Express Payroll Reporting Overview

SmartFind Express (SFE, formerly known as SEMS) offers new functionality, specifically the ability to enter payroll information directly into the system.

The SFE report should be reviewed, corrected, comments added and the job finalized no later than the close of business on the Monday immediately following the close of the pay period.

SmartFind Express allows the sites to enter Budget Codes and Comments (ex: “Bill-to” information) directly into the system. This eliminates the need to handwrite this information on the reports, which reduces the chance for data-entry errors.

Reason Codes and Budget Codes

The Reason Code is a two-digit code used to identify the type or category of the absence. It is used to post employee absences to the correct accumulator (sick, vacation, professional leave, etc.) and it is used to determine the budget code being charged for the cost of the substitute. Therefore it is critical that the correct SmartFind Express Reason Code is used for each absence.

Reason Codes that Require Special Handling
The following is a list of Reason Codes that require either a budget code or “Bill To” information to be entered by the site clerical:

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
<th>Budget Code</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>UNION BUSINESS</td>
<td>Required</td>
<td>INCLUDE BILL TO INFO IN COMMENTS</td>
</tr>
<tr>
<td>15</td>
<td>FIELD TRIP</td>
<td>Mandatory</td>
<td>ENTER BUDGET CODE</td>
</tr>
<tr>
<td>16</td>
<td>SCHOOL BUSINESS</td>
<td>Required</td>
<td>ENTER BUDGET CODE or BILL TO INFO</td>
</tr>
<tr>
<td>30</td>
<td>PROF LOA SCHOOL STAFF ONLY</td>
<td>Required</td>
<td>ENTER BUDGET CODE or BILL TO INFO</td>
</tr>
<tr>
<td>31</td>
<td>PROF LOA SITE SPEC STAFF DEV</td>
<td>Mandatory</td>
<td>ENTER BUDGET CODE 1640xxx306</td>
</tr>
</tbody>
</table>

Mandatory Information
Under the Budget Code column in the previous table you will see the term “Mandatory”. This means that this reason code cannot be entered into SFE without a Budget Code.

Required Information
Under the Budget Code columns in the previous table you will see the term “Required”. Although SFE will allow the reason code to be entered without this information, the site clerical is required to verify the information or add the information if not provided by the employee.

If a Field Trip or School Business absence will not be billed please indicate this by typing in “No Billing” in place of the “Bill To” details. If the “Bill To” information is not provided the cost of the sub will be charged to the budget code used by the employee who is absent.
Professional Leave Codes
The codes used for professional leave are of two varieties: those that are hard coded to a particular budget code and those that are not.

Reason codes 32 through 45 are hard coded. There is a particular budget code assigned to each of these reason codes and typing a different budget code in the SFE budget code field cannot overwrite them. The software will ignore all data entered in the Budget Code field of SFE and only use the code previously “hard coded” into the system. Each of these reason codes are reviewed by the department with oversight to that particular budget and unauthorized use of these codes will result in the code being changed to reason code 30 and become the responsibility of the site clerical to resolve.

Reason Code 31 – PROF LOA SITE SPECIFIC STAFF DEVELOPMENT
Reason Code 31 is designed to charge the cost of the sub to the site staff development budget. However, because the location code is a variable, the employee or the site clerical is responsible for entering the budget code in SFE. The budget code will always be 1640XXX306114100 where XXX is the location code for the site whose budget is being spent.

Reason Code 30 - PROF LOA
Any professional leave that does not meet the above criteria for codes 31 and 32-45 should be entered into SFE using Code 30.

Many employees will use Reason Code 30 because they are unsure what code they should be using. In other words, if an employee has not been told which reason code to use for their professional leave they will most likely use code 30. Therefore, the site clerical must verify these jobs to be correctly coded.

If the wrong code was used simply call up the job and change the reason code to the correct reason code. If there is a special circumstance where the sub will be paid for by an outside agency or a student activity account, then use budget code 1205200000114100 and type “Bill to: xxxxxxx” with the customer name spelled out.

What If I Don't Know the Correct Reason Code or Budget Code?
If you do not know what code to use, please refer to the Professional Leave form submitted by the employee. If you do not have a copy of the professional leave form contact either the employee or the person who organized the event. Please work with the people who are organizing the various staff trainings or other types of professional leaves and encourage them to keep you informed of these types of events and the related reason and budget code.

NOTE: The payroll department does not have the budget code information. Please do not send an email request for a budget code to payroll, as they will not be able to help.
**1/6<sup>th</sup> Overloads**

Teachers who cover classes for an absent colleague are entitled to additional pay referred to as a 1/6<sup>th</sup> overload for each class that is covered. A teacher is limited by contract to cover no more than two classes in a day.

To compensate the teacher, the site clerical is responsible for recording this information in SFE. Call up the job and enter Employee ID Number “2” as the substitute. Employee ID Number 2 is a phantom employee designed as an indicator that no sub was used but the job was filled by other teachers.

The comments section is used to identify which teacher(s) is to receive payment for the 1/6 or 2/6 overload (OL). Use the following format for entering the information:

Example: 1/6 Tony Tiger #12087; 1/6 Cathy Cougar #8937; 2/6 Larry Lion #1234

**Instructions for working in SmartFind Express**

*How to change the reason code:*

<table>
<thead>
<tr>
<th>Job Number: 150359</th>
<th>Location: CONGDON PARK1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Canceled/Web Sub Search</td>
<td>Classification: GRADE 2</td>
</tr>
<tr>
<td>Employee: Albert Einstein</td>
<td>Calendar: TEACHERS/PRINCIPALS</td>
</tr>
<tr>
<td>Access ID: 939993</td>
<td>Search Rule: Certified</td>
</tr>
<tr>
<td></td>
<td>Step Class</td>
</tr>
</tbody>
</table>

**Changes are not updated until Save is pressed**

**Reason:** PROFLOA (30)  
**Budget Code:** 1303453001114000  
**Date From:** 11/02/2007  
**To:** 11/02/2007

Simply place the cursor in the Reason field and select the correct code. The budget code is entered as a single number without dashes or spaces.
How to enter a budget code or comment

- Click on "Job Inquiry/Reports."
- Enter the Job Number and Click "Search."

Scroll down to the "Job List" area and click on the Job Number to open the job.

Example record.

Job Number: 150359
Status: Canceled/Web Sub Search
Employee: Albert Einstein
Access ID: 999999
Location: CONGDON PARK1
Classification: GRADE 2
Calendar: TEACHERS/PRINCIPALS
Search Rule: Certified
Step/Class

Changes are not updated until Save is pressed

Reason: PROF LOA (30)
Budget Code: 120343000114000
Date From: 11/02/2007 To: 11/02/2007

Enter the entire budget code with no spaces.
How to enter “Bill To” information, 1/6th OL, or additional comments

**Job Detail**

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Location: DENFELD HIGH SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Finished/IVR Sub Search</td>
<td>Classification: SCIENCE</td>
</tr>
<tr>
<td>Employee: Albert Einstein</td>
<td>Calendar: TEACHERS/PRINCIPALS</td>
</tr>
<tr>
<td>Access ID: 55555</td>
<td>Search Rule: Certified</td>
</tr>
<tr>
<td>Step: Special Sub</td>
<td></td>
</tr>
</tbody>
</table>

**Changes are not updated until Save is pressed**

<table>
<thead>
<tr>
<th>Cancel Job:</th>
<th>Call the cancelled substitute:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Verify Job:</th>
<th>Time Worked:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>04:45 (hh:mm)</td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Reason:** FIELD TRIP (15)

**Budget Code:**

**Date From:** 10/03/2007  **To:** 10/03/2007

**Absence Times**

<table>
<thead>
<tr>
<th>Weekly Schedule:</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>07:45 AM</td>
<td>12:30 PM</td>
<td>07:45 AM</td>
<td>12:30 PM</td>
</tr>
</tbody>
</table>

**Assign Substitue**

<table>
<thead>
<tr>
<th>Name: Isaac Newton</th>
<th>Modify the assigned substitute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access ID: 44444</td>
<td>Substitute ID:</td>
</tr>
<tr>
<td>Telephone #: 1 (218)</td>
<td>Name Lookup</td>
</tr>
<tr>
<td>Accepted On: 09/12/26, 07:58 PM</td>
<td>Cancel the assigned substitute:</td>
</tr>
<tr>
<td>Level: 1</td>
<td>Yes</td>
</tr>
<tr>
<td>Pay Rate</td>
<td>Call the cancelled substitute:</td>
</tr>
<tr>
<td>Substitute Pay Rate:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Specify Substitute**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Modify the specified substitute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access ID:</td>
<td>Substitute ID:</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>Name Lookup</td>
</tr>
<tr>
<td>Last time called:</td>
<td>Cancel the specified substitute:</td>
</tr>
</tbody>
</table>

**Text Instructions:**

**Administrator Comments:**

- **Enter Bill-To information or additional comments in the “Administrator Comments” field.**

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I:\Finance Policy Procedure\SUBTRACKER and SFE\Site_Payroll_Report_Directions_Final_FINAL.doc
Preparing Reports

- Login to SmartFind Express (SFE.)
- Click on Job/Inquiry/Reports link.
- Enter Job#: leave this field blank.
- Job Type: should remain ALL.
- Job Status: should be changed to FINISHED & VERIFIED.
- Sub Status: should remain ALL.
- Search From/To: Enter “start” & “end” dates using the calendar icons. Note: Start and End dates are the beginning of a payroll period and the end. This is always 2 weeks behind a pay date.
- Sort order: Employee Name
- Then by: Start Date
- Click Search icon
- Click Create Report icon
Report Title
- Type a Report Title and it will appear on the top of each page, for example, “Payroll Report – dated 04/24/06 to 05/05/06”. (Note – you may want to wait until you have verified the report and made necessary corrections in the system. Once your report is complete, run a final copy and include a report title.)

Print Details
- Remove Check (✓) from Substitute Allocation Units
- Check (✓) Comments.
- Check (✓) Budget Code.
- All other Checks (✓) are preset.

Enter date of Payroll period.
Printing the Report

Scroll down to the bottom of the page and Click on "View Report" icon.

- Security message will appear. Click "YES"
- Click Print icon if you wish to review the hard copy of the report.

Reviewing the Report

- what to look for
  Print the report and review before sending to Payroll.
  Remember:
  - **Budget Codes** should be entered directly into the system budget code field and "Bill-to" information should be entered in the Comments field.
  - Review Reasons reason code 30 through 45 to be sure they are accurate and be sure that a budget code or bill-to information appears on the report for reason codes 30 and 31.
  - Review the "Time Work" column. Review any jobs that show more than 8 hours worked. If the job is more than 8 hours, it may indicate the employee entered their absence incorrectly (example: 8:00 am – 4:30 am). Make any necessary corrections.
  - Run a clean copy for payroll. Remember – the final report should not contain any handwritten notes.
  - Once verified send the Report to Payroll at HOCHS.

List of SFE Reason Codes

See “SFE Codes” list under separate file by that name.