Employee Quick Reference Card
For Questions Please Contact, Shaunna Wood: 218-336-8700 ext. 1205

System Phone Number: (218) 461-4437
Help Desk Phone Number: (218) 336-8700 ext. 1059

ID ______________________ PIN ______________________

System Calling Times to Substitutes

<table>
<thead>
<tr>
<th>Week Day</th>
<th>Today’s Jobs</th>
<th>Future Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>Starts at 06:00 a.m. – 12:00 p.m.</td>
<td>4:00 p.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Sunday</td>
<td>None</td>
<td>3:00 p.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Holidays</td>
<td>None</td>
<td>3:00 p.m. – 9:30 p.m.</td>
</tr>
</tbody>
</table>

Absence Reasons

<table>
<thead>
<tr>
<th>Number - Description</th>
<th>Number - Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 EMPLOYEE ILLNESS/MEDICAL APPT</td>
<td>30 PROFESSIONAL LEAVE</td>
</tr>
<tr>
<td>02 CARE FOR CHILD ILLNESS</td>
<td>31 PROF LOA SITE STAF DEV</td>
</tr>
<tr>
<td>03 FAMILY ILLNESS</td>
<td>33 PROF LOA CURRICULUM DEV</td>
</tr>
<tr>
<td>05 PERSONAL LEAVE</td>
<td>34 PROF LOA SPECIAL ED</td>
</tr>
<tr>
<td>09 VACATION</td>
<td>37 PROF LOA SPEC ED ECSE STAFF DEV</td>
</tr>
<tr>
<td>10 FUNERAL FAMILY MEMBER</td>
<td>38 PROF LOA SPEC ED ORDEAN FOUNDATION</td>
</tr>
<tr>
<td>11 JURY DUTY</td>
<td>40 PROF LOA TESTING AND SCORING</td>
</tr>
<tr>
<td>12 MILITARY</td>
<td>41 PROF LOA GIFTED</td>
</tr>
<tr>
<td>13 UNION BUSINESS</td>
<td>44 PROF LOA CARL PERKINS</td>
</tr>
<tr>
<td>14 RELICENSURE COMMITTEE</td>
<td>48 PROF LOA PERPICH ARTS GRANT</td>
</tr>
<tr>
<td>15 FIELD TRIP</td>
<td>49 PROF LOA ED EQUITY STAF DEV</td>
</tr>
<tr>
<td>16 SCHOOL BUSINESS</td>
<td>51 PROF LOA ELEM LEADERSHIP TEAM</td>
</tr>
<tr>
<td>24 LEAVE WITHOUT PAY</td>
<td>52 PROF LOA SECONDARY LEDSHIP TEAM</td>
</tr>
<tr>
<td>25 WORKERS COMP</td>
<td></td>
</tr>
</tbody>
</table>
Employee Registration

Enter your Access ID, followed by the star (*) key. Enter your PIN followed by the star (*) key. If you do not have a PIN, enter your Access ID followed by the star (*) key.

**Name does not exist**
- Record your name, press star (*) key when done.
  1. Accept
  2. Re-enter
  9. Exit and hang-up

**PIN is not valid**
- Review your work locations and job descriptions
- Enter a PIN at least xx digits in length followed by the star (*) key.

**Hear your PIN**
1. Correct
8. Re-enter
9. Exit and hang-up

Employee Menu

Enter Access ID, followed by star (*) key.
Enter PIN, followed by star (*) key, listen to announcements.

**Menu Options**
- 1. Create Absences
- 2. Review, Cancel, or Modify Jobs
- 3. Review Work Locations and Job Descriptions
- 4. Change PIN, Re-record Name, or change language preference*
- 9. Exit and hang-up
*If multiple languages are configured.

**For Options 1 and 2, see next page.**

1. Change PIN
   - Enter new PIN at least xx digits in length followed by the star (*) key. PIN is played:
     1. Correct
     8. Re-enter
     9. Exit to menu options (without saving PIN)

2. Your name is recorded as “recorded name.”
   - 1. Hear your name again
   - 2. Change recording of name
   - 9. Exit to menu options
   **Record your name; press the star (*) key when done. System plays Name.**
   1. Accept
   2. Re-record
   9. Exit to menu options

3. Enter language followed by the (*) star key.
   1. Correct
   2. Hear more language options
   9. Exit to menu options (without saving language)
Employee Menu

1. Create an Absence

Have Multiple Work locations?
Choose from the list, or enter location code, followed by the star (*) key

Confirm Location
1. Accept
2. Re-enter location
9. Exit to menu options

Date/Times of Absence
1. One day absence for today
2. One day absence for tomorrow
3. Enter dates and times
9. Exit to menu options

Enter in this order: Start date, Start time, End date, End time
1. Accept time offered
2. Enter date MMDD
9. Exit to menu options

Enter Absence Reason, followed by the star (*) key.
A list of reasons is played

Confirm Reason
1. Correct
2. Re-enter
9. Exit to menu options

Is Budget code is required?

Enter budget code, followed by the star (*) key.
1. Correct
2. Re-enter
9. Exit to menu options

Record Special Instructions
1. Yes
2. Bypass

1. Yes. Record; press the star (*) key when done
1. Correct
2. Re-enter
9. Exit to menu options

Is a substitute required?
1. Yes
2. No
9. Exit to menu options

1. Yes. Request a Substitute?
1. Yes, Enter substitute’s access ID, followed by the star (*) key.
   1. Accept
   2. Re-enter
   9. Exit to menu options
2. Bypass

1. Accept Substitute
1. Not Prearranged
2. Prearranged
9. Exit to menu options

Complete
1. Receive a job number
2. Review absence information
9. Exit to menu options

1. Receive a job number
Hear the job number
1. Hear job number again
9. Exit to menu options

2. Review, Cancel or Modify Absences
Hear absences in date order
1. Repeat absence
2. Modify Special Instructions
3. Cancel absence
8. Hear another absence
9. Exit to menu options

2. Modify Special Instructions – record, followed by the star (*) key.
1. Delete
2. Re-enter
Record, followed by the star (*) key
9. Exit to menu options

3. Cancel absence
1. Confirm
9. Exit without canceling

Receive Cancellation Confirmation

2. Re-record
1. Correct
2. Re-enter
9. Exit

1. Confirm
Is a substitute assigned?
1. Call the substitute
2. Do not call the substitute
9. Exit

Have Multiple Work locations?
Choose from the list, or enter location code, followed by the star (*) key

Confirm Location
1. Accept
2. Re-enter location
9. Exit to menu options

Date/Times of Absence
1. One day absence for today
2. One day absence for tomorrow
3. Enter dates and times
9. Exit to menu options

Enter in this order: Start date, Start time, End date, End time
1. Accept time offered
2. Enter date MMDD
9. Exit to menu options

Enter Absence Reason, followed by the star (*) key.
A list of reasons is played

Confirm Reason
1. Correct
2. Re-enter
9. Exit to menu options

Is Budget code is required?

Enter budget code, followed by the star (*) key.
1. Correct
2. Re-enter
9. Exit to menu options

Record Special Instructions
1. Yes
2. Bypass

1. Yes. Record; press the star (*) key when done
1. Correct
2. Re-enter
9. Exit to menu options

Is a substitute required?
1. Yes
2. No
9. Exit to menu options

1. Yes. Request a Substitute?
1. Yes, Enter substitute’s access ID, followed by the star (*) key.
   1. Accept
   2. Re-enter
   9. Exit to menu options
2. Bypass

1. Accept Substitute
1. Not Prearranged
2. Prearranged
9. Exit to menu options

Complete
1. Receive a job number
2. Review absence information
9. Exit to menu options

1. Receive a job number
Hear the job number
1. Hear job number again
9. Exit to menu options

2. Review, Cancel or Modify Absences
Hear absences in date order
1. Repeat absence
2. Modify Special Instructions
3. Cancel absence
8. Hear another absence
9. Exit to menu options

2. Modify Special Instructions – record, followed by the star (*) key.
1. Delete
2. Re-enter
Record, followed by the star (*) key
9. Exit to menu options

3. Cancel absence
1. Confirm
9. Exit without canceling

Receive Cancellation Confirmation
Web Browser Access Instructions

Web Browser URL:  https://duluth.eschoolsolutions.com  Help Desk Phone Number  (218) 336-8700 ext. 1059

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the welcome message. Enter your User ID and Password. Review additional announcements on your home page, if any.

Language Selection

If multiple languages are present, the language choice is offered on the Sign In page. Selecting the language choice on the Sign In page will immediately refresh the page, and all screens are displayed in the selected language after you successfully log into the system. The language choice must be made before clicking the Submit button on the Sign In page.

PIN/Password Reminder

The “Trouble Signing in?” link supports users who want to log into the system, but have forgotten their PIN/password. When this link is selected, the system displays the PIN/Password request page. Your User ID and the security code being displayed must be entered on this page. Note: You must be registered with the system to use this option.

If the submitted information is valid, the system sends the user an email containing their PIN/password. This information will enable the user to successfully log into the system. The email is sent to the email address on the user’s profile. If the submitted information is invalid, the system will return an error message and allow new information to be entered, or refer the user to their system administrator for assistance.

Profile

- Information
  Review profile status and address information
- Update Email
  Enter or change email address.
- Change Password
  Enter your current PIN followed by a new PIN twice and click Save.

Select Role

For multi-role employees, click on the desired icon to access another profile. No need to log out of the system and back in again!

Create Absence

Important Note:  Items in Bold are required to complete an Absence and receive a Job Number.

- Select the Location
- Select the Classification
  o Choose from the drop-down menu
- Select the Reason for this absence from the drop-down menu
  NOTE: If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can continue with the job create with this reason or choose another reason. You can also provide an Approval Comment. *Absence Approval may not be enabled for your district.

- Enter Budget Code, if applicable.
• Indicate if a substitute is required for this absence.
  o Choose Yes or No

• Select Start and End Dates for your absence
  o Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon

• Select Start and End Times for your absence. Default times are listed
  o To change defaults, enter time in HH:MM am or pm format
  o Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times

• Multiple Day (Recurring) Absence. Select the Modify Schedule button.
  o Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
  o Modify daily schedule and/or times for absence and substitute
  o Select the Continue button

• Request a particular substitute
  o Enter the substitute’s access ID number or use the Search feature to find the substitute by name

• Indicate if the requested substitute has accepted this job
  o Yes = substitute is prearranged and will not be called and offered the job
  o No = call will be placed and the substitute will be offered the job

• Enter special instructions for the substitute to view

• Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.

• Select the Continue button

• Select the Create Absence button to receive a Job Number. Please record this Job Number.

**Review/ Cancel Absences**

Review past, present and future absences or to cancel an absence.

Follow these steps
• Select the format for absence display: List or Calendar view
• Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
• Select the Search Button
• Select the Job Number link to view job details on future jobs

From the Job Details screen
• Special instructions can be updated on future jobs. Modify the special instructions and select the Save button
• To cancel your job, select the Cancel Job button
• If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question “Notify the Substitute of Cancellation?”
• Select Return to List button to return to the job listing.