System Phone Number  209-636-0590

Help Desk Phone Number  Kelley Bennett – 209-468-4863

Write your Access ID here

Write your PIN here  

Web Browser URL  http://www.sjcoe.net/smartfind

**TELEPHONE ACCESS INSTRUCTIONS**

<table>
<thead>
<tr>
<th></th>
<th>Today’s Jobs</th>
<th>Future Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>Starts at 5:00 am</td>
<td>5:00 pm - 9:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Sunday</td>
<td>None</td>
<td>5:00 pm - 9:30 pm</td>
</tr>
<tr>
<td>Holidays</td>
<td>None</td>
<td>5:00 pm – 9:30 pm</td>
</tr>
</tbody>
</table>

**REASONS FOR ABSENCE:**

1) Employee Illness
2) Family Member Illness
3) Personal Necessity
4) No Tell Day (CTA and Unrepresented only)
5) Doctor Appointment
6) Dental Appointment
7) Vacation (Classified Employees only)
8) Non Workday
9) Jury Duty – Court Witness
910) Bereavement
911) Workers Comp
912) IEP
913) Conference
914) Quest
915) Comp Time Used
916) FMLA – CFRA Leave
917) Observations
918) Training
919) Union Leave - CTA Sub Rate
920) Summer – Intersession
921) Other – Must have prior approval
922) Union Release CTA full rate
923) Work Elsewhere – Sub or Daily Rate Due
924) Mandated Costs – Reimbursements
925) Consulting Teacher PAR
926) Induction
927) Negotiation/Association Leave
928) Unpaid Leave – Dockage

**Please Note:** As a new hire employee you will be entered into the system using **your 7 digit phone number** as your Access ID and PIN you will be prompted to change your PIN, but will continue to use your phone number as your Access ID until you are entered into the payroll system. HR will notify you of your Payroll ID number once you have been entered into the system.
REGISTRATION – Access SmartFind by phone at (209) 636-0590

1. Enter your Access ID followed by the star (*) key. (Your Access ID is your Escape payroll ID # found on your pay stub or ID badge)
2. Enter your Access ID again when it asks for your PIN followed by the star (*) key.
3. Record your name followed by the star (*) key.
4. Hear your work schedule. If this information is incorrect, complete the registration and then contact Human Resources at (209) 468-4863 to correct.
5. You will be required to change your PIN, the system may or may not prompt you to change your PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

PLEASE NOTE:
After payroll enters your information into Escape a Payroll ID# will be assigned, this will become your Access ID number for SmartFind. HR will make the changes in SmartFind and mail a letter to you with information about SmartFind. If you have any questions or concerns contact HR at (209) 468-4863.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access ID followed by the star (*) key
2. Enter your PIN followed by the star (*) key

MENU OPTIONS
1 – Create an Absence
2 – Review, Cancel Absence or Modify Special Instructions
3 – Review Work Locations and Job Descriptions
4 – Change PIN, Re-record Name
9 – Exit and hang-up

TO CREATE AN ABSENCE

1. Enter dates for the absence
   PRESS 1 if the Absence is only for today
   PRESS 2 if the Absence is only for tomorrow
   PRESS 3 to Enter the dates and times for the absence
2. If you pressed 3 to Enter Dates and time
   Enter Start Date
   PRESS 1 to Accept the date offered
   PRESS 2 to Enter start date (MMDD)
3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
4. Record Special Instructions
   PRESS 1 to Record special instructions. Press the star (*) key when done
   PRESS 2 to Bypass this step
5. Is a Substitute Required?
   PRESS 1 if a substitute is required
   PRESS 2 if a substitute is not required
6. If you pressed 1, a substitute is required
   PRESS 1 to Request a particular substitute
   Enter the substitute access ID, followed by the star (*) key
   PRESS 1 to Accept requested substitute
   PRESS 1 if the Substitute should be called
7. Complete Absence
   PRESS 1 to Receive the job number
   Record the Job Number. The Job Number is your confirmation.

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information
   PRESS 1 to Hear absence information again
   PRESS 2 to Modify special instructions
   PRESS 3 to Cancel the absence
2. If you pressed 3 to Cancel the job
   PRESS 1 to Confirm the cancellation request
   If a substitute is assigned to the absence
   PRESS 1 for the System to call the assigned substitute
   Once you confirm a request to cancel the job, you MUST wait for the system to say “Job Number has been cancelled.”
TO CHANGE PIN or RE-RECORD NAME

1. PRESS 1 to Change your PIN
   PRESS 2 to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN
Open your browser and access the SmartFindExpress Sign In page at http://www.sjcoe.net/smartfind or by accessing the link on www.sjcoe.org Quick Links at the bottom of the page.

Enter your Access ID and PIN.

PIN REMINDER
The “Trouble Signing in” link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user’s Access ID and the security code being displayed must be entered on this page. Note: You must be registered with the system and have a valid email address in your profile to use this option.

PROFILE
- Information
  - Review profile status and address information.
- Change Password
  - Enter your current PIN followed by a new PIN twice and click Save.

SELECT ROLE – This function is for those that are in SmartFind in an Administrator, Employee or Substitute. If in a long term assignment use this function, to select employee in order to report an absence.
  - 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!

TO CREATE AN ABSENCE
Choose the Create an Absence link

Important Note: Items in Bold are required to complete an Absence.
- Select the Location
- Select the Classification
  - Choose from the drop-down menu
- Select the Reason for this absence from the drop-down menu.

- Indicate if a substitute is required for this absence
  - Choose Yes or No
- Select Start and End Dates for your absence
  - 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
  - To change defaults, enter time in HH:MM am or pm format
  - 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.
  - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
  - Modify daily schedule and/or times for absence and substitute
- Request a particular substitute
  - Enter the substitute’s access ID number or use the Search feature to find the substitute by name
- 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

COMPLETE! You MUST receive a Job Number for your absence to be recorded in the system and to receive a substitute.

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS
Choose the Review Absences link to 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 the system to must 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
SIGN OUT AND WEB BROWSER INFORMATION
At any time during the session, the Sign Out link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser’s back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the Sign Out link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

**Important Note:** Do NOT use the browser’s BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.