

credit basis. Specifying or prearranging a substitute is in violation of the Collective Agreement. Please contact Human Resources if you have any questions.

- 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. If you do not select the Create Absence button the absence will not be created. Please record this Job Number.**

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 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

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.

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.



SUPPORT STAFF

SmartFindExpress – Employee Quick Reference

System Phone Number	604 940 0223
Sub Desk Phone Number	604 952 5361
SmartFind Log-In Page	https://sems.deltasd.bc.ca
Write your Access ID here	Employee ID # _____
Write your PIN here	_____

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays (Mon -Thurs)	Calls start at 5:00 am	5:00 pm -10:00 pm
Friday	Calls start at 5:00 am	None
Saturday	None	None
Sundays/Holidays	None	5:00 pm -10:00 pm

REASONS FOR ABSENCE:

01 ILLNESS	14 SUPERINTENDENT
03 JURY DUTY	15 SPECIAL PROGRAMS
04 BEREAVEMENT	16 SAFETY
05 COMPASSIONATE / BOARD	17 SCHOOL ACCOUNT
06 WCB	18 OVERTIME BANK
08 LEAVE WITHOUT PAY	19 UNION BUSINESS
09 ACCOUNTS RECEIVABLE	22 SUPPLEMENTARY VACATION
10 SCHOOL-BASED INSERVICE	23 VACATION
12 MATERNITY / PATERNITY	24 TRAINING (MIS)
13 CENTRAL INSERVICE	

REGISTRATION

- Initial registration **must** be completed by telephone.
 - Call the system phone number.
 - Enter your Access ID (Employee #) followed by the star * key.
 - Enter your PIN followed by the star * key (if you do not have a PIN, enter your Access ID again; when prompted for a PIN you will then be able to create a new PIN – at least 6 digits in length).
 - Record your name followed by the star * key.
 - Hear your work location(s) and job descriptions. If they are not accurate, contact the Sub Desk.
-
-

TELEPHONE ACCESS INSTRUCTIONS

- Enter your Access ID (employee #) followed by the Star (*) key
- 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. 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

PRESS 2 to not have the system call the 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
PRESS 9 to exit to menu options
-
-

WEB BROWSER ACCESS INSTRUCTIONS

LOG-IN

- Access the SmartFindExpress Log-In page.
- Review the messages above the Sign-In. Enter your Access ID and PIN.
- Review additional announcements on your home page, if any.

PIN REMINDER

The "Forgot your PIN?" 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 to use this option.*

PROFILE

Email Tab

- Enter or change your email address.

Change Password Tab

- Enter your current PIN followed by a new PIN twice and click Save.

TO CREATE AN ABSENCE

Choose the *Create an Absence* link

Important Note: *Items in Bold are required to create 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.
 - Select the *Modify Schedule* button.
 - 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
 - Select the *Continue* button
- Request a particular substitute (teachers only) – **DO NOT USE THIS OPTION**
Support Staff are called out and assigned by the system on a seniority and service