



# Using SmartFindExpress Sub-Finder

## Before You Begin

Employees will receive a FOUR digit access number and a FOUR digit PIN number. This information should have been sent to your school in a memo. You will also need to set up the recorded message that will be used to call substitutes. In order to do this please call 540-587-0021, you will be instructed to enter your access number followed by the star key [\*] and PIN followed by the star key [\*]. Then you will be instructed to record your name, you will also want to record the grade you teach and/or subject. It is very important that this is done – a substitute will not accept a job if they do not know the teachers name or grade/subject.

## To Create an Absence

An absence can be entered into the system one of two ways:

- By Phone
- By computer

### Using the Phone

Call 540-587-0021 – the automated system will prompt you to enter your access number and PIN. To create an absence, press 1. You will be prompted through the process of requesting a substitute.

### Using the computer

The SmartFindExpress – Sub-Finder webpage can be access through the SEMS [Substitute Employee Management System] website or the Bedford County website:

<http://sems.bedford.k12.va.us>

or

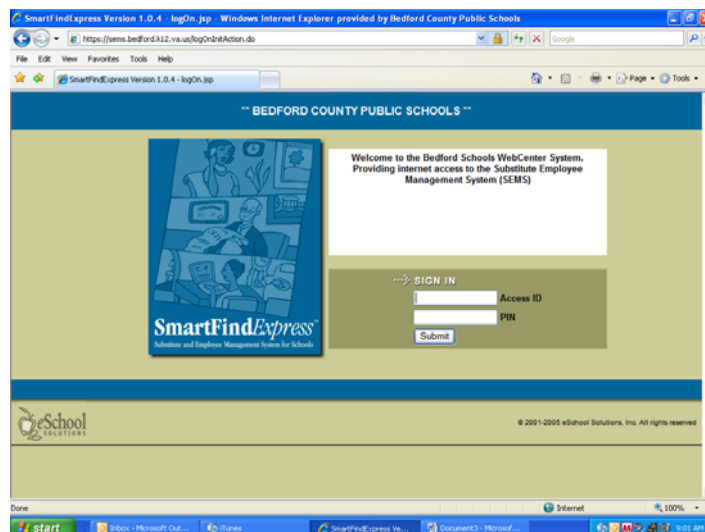
[www.bedford.k12.va.us](http://www.bedford.k12.va.us)



## Using SmartFindExpress

With the SmartFindExpress login page displayed:

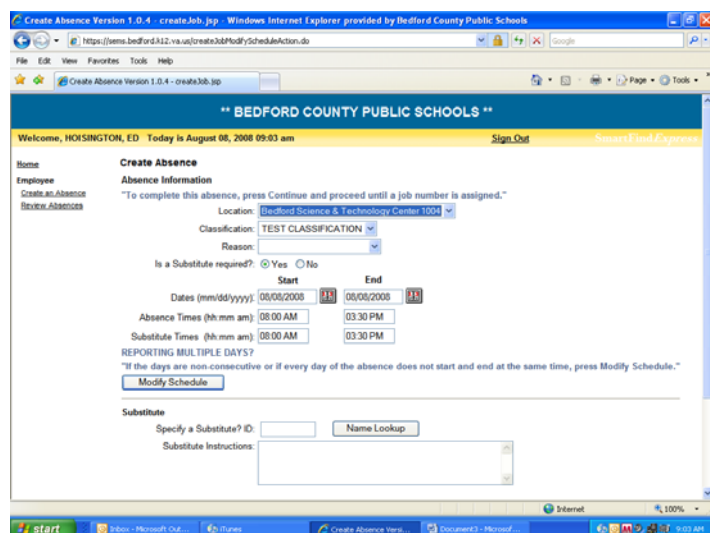
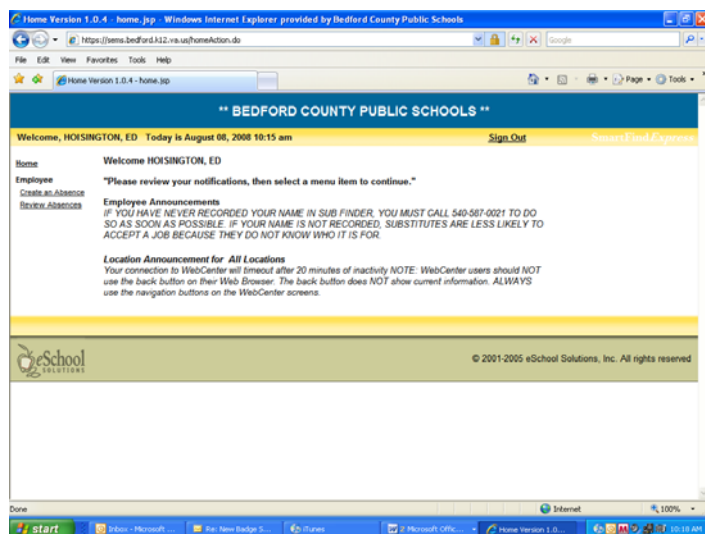
1. Enter your **FOUR** digit access number and your **FOUR** digit PIN.
2. Click the **Submit** button or press **ENTER**.



3. The Welcome page will be displayed with the following announcement:

*IF YOU HAVE NEVER RECORDED YOUR NAME IN SUB FINDER, YOU MUST CALL 540-587-0021 TO DO SO AS SOON AS POSSIBLE. IF YOUR NAME IS NOT RECORDED, SUBSTITUTES ARE LESS LIKELY TO ACCEPT A JOB BECAUSE THEY DO NOT KNOW WHO IT IS FOR.*

4. At this point, you can **Create an Absence** or **Review Absences** – these links are off to the left.
5. To create an absence, click on the **Create an Absence** link.



6. On the **Create Absence** screen, fill out the following information:
  - a. Reason
  - b. Is a substitute required – yes or no
  - c. Start and End date
  - d. You may specify a substitute either by entering their ID or Name Lookup
  - e. Enter Substitute Instructions – keep it brief

**Note:** Location, Classification, Absence and Substitute Start and End times will be filled in for you.

## Using SmartFindExpress

- Once the **Create Absence** screen has been filled out click the **Continue** button at the bottom of the page.
- A confirmation page will be displayed – if all the information is correct, click the **Create Absence** button.

Home  
Employee  
Create an Absence  
Review Absences

**Create Absence**

Absence Information  
To complete this absence, press Continue and proceed until a job number is assigned.

Location: Bedford Science & Technology Center 1004  
Classification: TEST CLASSIFICATION  
Reason: 7001 Personal Illness  
Is a Substitute required?  Yes  No

Start: 09/30/2008 08:00 AM  
End: 09/30/2008 03:30 PM  
Absence Times (hh:mm am): 08:00 AM - 03:30 PM  
Substitute Times (hh:mm am): 08:00 AM - 03:30 PM

REPORTING MULTIPLE DAYS?  
If the days are non-consecutive or if every day of the absence does not start and end at the same time, press Modify Schedule.

Substitute  
Specify a Substitute? ID: 4970 SMITH, KATHRYN Name Lookup  
Substitute Instructions: My plans will be in the top draw of my desk – thank you!

Home  
Employee  
Create an Absence  
Review Absences

**Create Absence Confirmation**

This absence will not be created until the Create Absence button is pressed

Job Status: Open/Open  
Employee: HOISINGTON, ED  
Location: Bedford Science & Technology Center  
Classification: TEST CLASSIFICATION  
Reason: 7001 Personal Illness  
Budget Code: None  
Voice Instructions: None  
Text Instructions: My plans will be in the top draw of my desk – thank you  
Dates: 09/30/2008 - 09/30/2008

Weekly Schedule:	Employee	Substitute
Monday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	
Tuesday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	
Wednesday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	
Thursday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	
Friday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	

Specified Substitute: SMITH, KATHRYN  
Assigned Substitute:

Create Absence Cancel

Home  
Employee  
Create an Absence  
Review Absences

**Create Absence Verification**

Job Creation was successful.

Job Number: 24710  
Job Status: Open/Open  
Employee: HOISINGTON, ED  
Location: Bedford Science & Technology Center  
Classification: TEST CLASSIFICATION  
Reason: 7001 Personal Illness  
Budget Code: None  
Voice Instructions: None  
Text Instructions: My plans will be in the top draw of my desk – thank you  
Dates: 09/30/2008 - 09/30/2008

Weekly Schedule:	Employee	Substitute
Monday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	08:00 AM - 03:30 PM
Tuesday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	08:00 AM - 03:30 PM
Wednesday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	08:00 AM - 03:30 PM
Thursday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	08:00 AM - 03:30 PM
Friday 08:00 AM - 03:30 PM	08:00 AM - 03:30 PM	08:00 AM - 03:30 PM

Specified Substitute: SMITH, KATHRYN  
Assigned Substitute:

New Absence

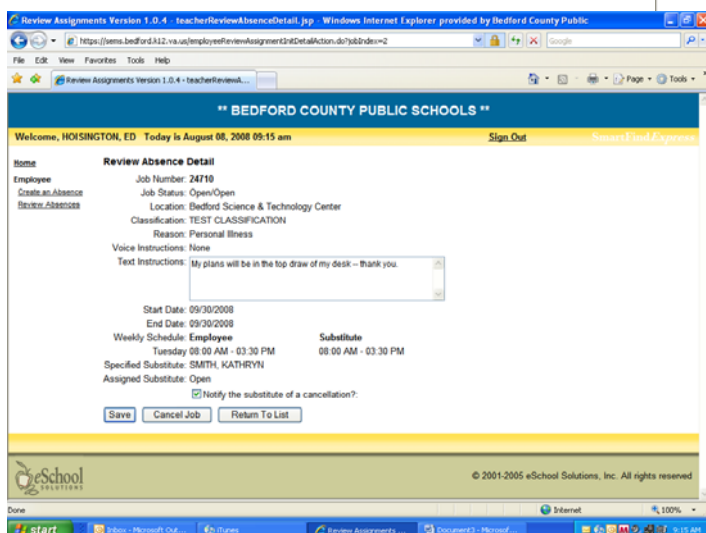
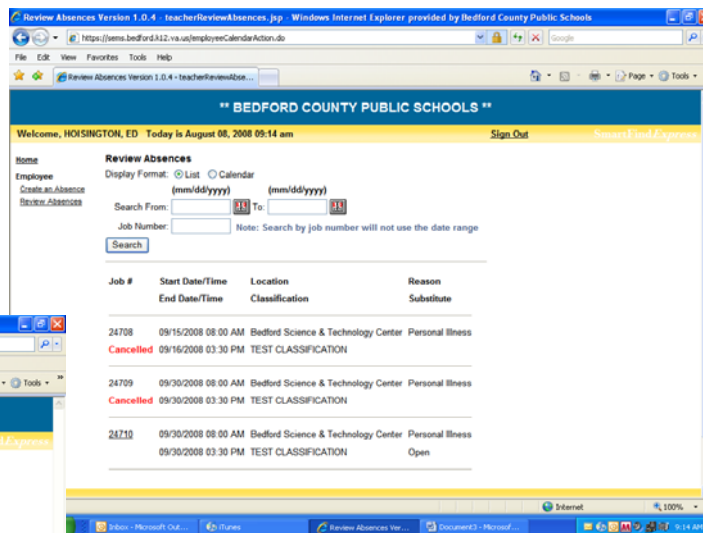
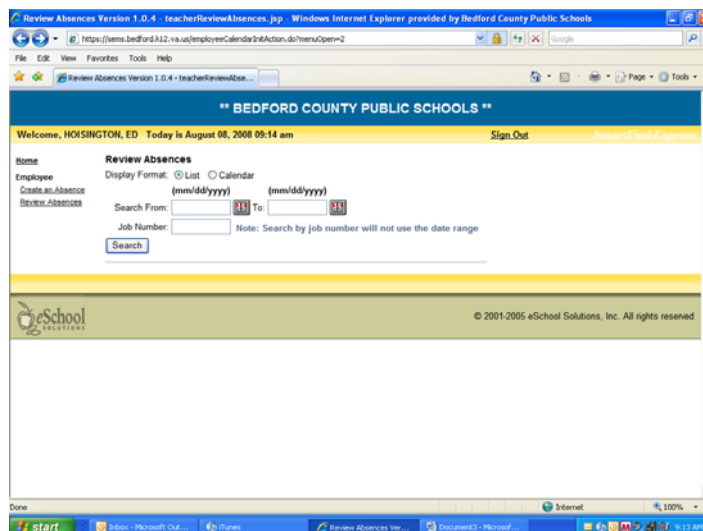
- A **Job Creation was successful** screen will be displayed.
- The absence has been recorded!

**Note:** Some school principals may still want you to call. Also, the window for the system to call substitutes is from 6:00am – 8:00am, you will need to call the school principal the closer it is to 8:00am.

## To Review Absences

The **Review Absences** link is used to review the absences that have already been schedule or those that have already taken place. It is here that you can cancel a scheduled absence.

1. Click on the **Review Absences** link from the SmartFindExpress home page.
2. You may search for scheduled absences by displaying them in a list or calendar – click on the radio button for the Display Format.
3. A search date range can be entered in the **Search From:** and **To:** textboxes.
4. You may also search by **Job Number**.
5. Leaving all fields blank will display all scheduled absences – just click on the **Search** button.
6. With the **Review Absences** displayed in a list, you can click on the **Job #** to show the Review Absence Detail screen. At this point, you may **Save**, **Cancel Job**, or **Return to List** by clicking on the appropriate button.



**Note:** You CAN NOT cancel an absence within 10 hours of the absence. Example: You CAN NOT take a personal day and then change your mind within the 10 hours of the beginning of that day which would be 8:00am.